



2020-2021

**SALARY SCHEDULES
AND COMPENSATION
INFORMATION**

GARLAND INDEPENDENT SCHOOL DISTRICT
Serving the North Texas Communities of Garland, Rowlett, and Sachse

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August 2020

THIS SALARY SCHEDULE IS FOR THE 2020-2021 SCHOOL YEAR ONLY

The 2020-2021 school year pay schedules reflect the implementation of the Board approved salary increase.

The GISD Board of Trustees approved a 1% of midpoint pay grade increase for all district employees. All raises were computed on the mid-point of each pay grade. The increase will be reflected in the August pay check for 12- month (215 – 260 work days) and 11-month (198 – 214 work days) employees and in the August 28 pay check for biweekly employees. Ten (10) month employees (less than 197 work days) will see the raise reflected in the September pay check, biweekly employees in the September 11 paycheck.

In addition, the Board of Trustees approved:

- A one (1) time payment of \$500 for full time employees
- A one (1) time payment of \$250 for part-time employees who work at least 19 hours per week, on average
- A one (1) time payment of \$250 for substitutes who have worked at least 42 days prior to November 23, 2020 (two-thirds of 64 possible substitute days)

Eligibility to receive the additional one (1) time payment:

Employed with Garland ISD on or before September 1, 2020, and employment ending no earlier than November 23, 2020

Payment dates of the one-time amounts:

Biweekly employees: December 18, 2020 payroll

Monthly employees: December 17, 2020 payroll

Neither past nor future salaries can be accurately calculated nor predicted from this booklet. Only the salary ranges based on pay grades can be obtained from this information.

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

Salaries are determined individually with consideration for job-related experience and credentials.

All GISD employees who returned to their same position held in the district in the 2019-2020 school year received the outlined increase from the midpoint of their pay grade. The percent of increase from the midpoint was added to their 2019- 2020 salary.

To determine your increase:

1. Find your pay grade on the charts
2. To the far right of the table, you will see the increase amount both per day or hour as applicable.

The raise will appear in pay statements as follows:

- For 10 month employees with the September 27, 2020 payroll.
- For 11 month employees with the August 27, 2020 payroll.
- For 12 month employees the raise will retro back to July 1, 2020 (the beginning of the 2020-2021 school year) and will be reconciled in the August 27, 2020 payroll.

For any salary questions, please send an e-mail to salary@garlandisd.net

This salary schedule cannot be used to compute future earnings.

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Garland ISD
2020-2021 New Hire Guide for
Teachers
\$54,900 starting, 1.0% GPI

Years of Experience	New Hire Salary	Daily Rate
0	\$54,900	293.58
1	\$55,375	296.12
2	\$55,732	298.03
3	\$56,080	299.89
4	\$56,456	301.90
5	\$56,707	303.25
6	\$57,325	306.55
7	\$57,694	308.52
8	\$58,044	310.40
9	\$58,344	312.00
10	\$58,644	313.60
11	\$58,944	315.21
12	\$59,244	316.81
13	\$59,594	318.68
14	\$59,894	320.29
15	\$60,320	322.57
16	\$60,619	324.17
17	\$60,915	325.75
18	\$61,215	327.35
19	\$61,614	329.49
20	\$62,014	331.63
21	\$62,314	333.23
22	\$62,614	334.83
23	\$62,914	336.44
24	\$63,214	338.04
25+	\$63,515	339.65

Continuing Teachers will receive an increase of
\$700

The salaries listed above are based on 10-month employment for the 2020-2021 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.

\$1,300 General Master's Degree Stipend
\$2,000 Doctorate Degree Stipend

Salaries are determined individually with consideration for job-related experience and credentials.

This salary schedule cannot be used to compute future earnings.

2020-2021 Administrative Professional Pay Plan

Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	1.0% GPI	
101			Daily	\$211.65	\$255.00	\$298.35	\$2.55
	Assistant Box Office Coordinator	226	226 Days	47,833	57,630	67,427	576
	Certification Specialist 1	226					
	Energy Analysis Specialist	226					
	Event Coordinator	226					
	Facilities Specialist	226					
	Marketing Specialist	226					
	Print Shop Senior Production Manager	226					
	Supervisor, Culinary	226					
	Supervisor, Professional Development Catering	226					
	Supervisor, Student Nutrition Services	226					
102			Daily	\$245.51	\$295.80	\$346.09	\$2.95
	Box Office Coordinator	226	226 Days	55,485	66,851	78,216	669
	Facilitator Translation Interpret Service	226					
	Graphic Design Specialist	226					
	Office Manager, Payroll	226					
	Operations Manager, CCC	226					
	Sales Representative	226					
	Supervisor, Food & Supply Acquisition	226					
	Web Content Designer	226					
103			Daily	\$277.43	\$334.25	\$391.07	\$3.34
	Admin Asst, Superintendent	226	187 Days	51,879	62,505	73,130	625
	Benefits Specialist	226	216 Days	59,925	72,198	84,471	722
	Budget Analyst	216	226 Days	62,699	75,541	88,382	755
	Certified ND Staff Auditor	226					
	Construction Bond Specialist	226					
	Coordinator Print Shop	226					
	Energy Management Specialist	226					
	Event Services Manager	226					
	Investigator, HR	226					
	Maintenance MEP Manager	226					
	Manager, Building Services	226					
	Manager, Event Services	226					
	Manager, Grounds	226					
	Manager, Maintenance Trades & Projects	226					
	Manager, Sales	226					
	Manager, Work Order Control	226					
	Paralegal, General Counsel	226					
	Speech Language Pathologist Assistant PreK	187					
	Staff Auditor	226					
	Web Services Support Specialist	226					

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Accountant, General Ledger	226
Accountant, Payroll	226
Accountant, Project	226
Accountant, Proprietary Funds	226
Behavior Intervention Specialist Title I	187
Behavior Program Specialist Title I	210
Behavioral Specialist Idea B	197
Board Service Manager	226
Case Manager	210
Coordinator, Budget	226
Coordinator, PEIMS	226
Coordinator, Security Operations	226
Coordinator, Security Systems	226
Coordinator, Textbooks	226
Coordinator, Warehouse Services	226
CTE Specialist	214
Data Support Specialist Title 1	197
Dyslexia Evaluator	197
Dyslexia Evaluator, Bilingual	197
Field Nurse Technology Specialist, Health Services	187
Infant Center Specialist New Horizons	193
Instructional Coach	197
Instructional Coach, 1:1	197
Instructional Coach, Title I	197, 215
Instructional Specialist	226
Instructional Specialist, BIL/ESL/PK12	226
Instructional Specialist, Title III	226
Instructional Technology Specialist Title I	226
Librarian	187, 189
Magnet Program Specialist, Title 1	226
Manager, HR Certification	226
Manager, HR Investigations	226
Mandarin Chinese Language Specialist	226
Operations Analyst - Transportation	226
Program Specialist, Title I	226
Risk Management, Auto Claims Specialist	226
Risk Management, WC Claim Specialist	226
School Nurse	187
School Nurse Itinerant Health Services	187
School Nurse Prekindergarten	187
School Nurse Sped Medicare	187
Sheltered Instruction Specialist Title III	226
Specialist AVID Title I	226
SPED Treatment Nurse	187, 202
Supervisor, Energy Management	226
Visually Impaired Sped Teacher	187, 197
Visually Impaired Sped Teacher, Lead	187

Daily	\$307.95	\$371.02	\$434.09	\$3.71
187 Days	57,587	69,381	81,175	694
189 Days	58,203	70,123	82,043	701
193 Days	59,434	71,607	83,779	716
197 Days	60,666	73,091	85,516	731
202 Days	62,206	74,946	87,686	749
210 Days	64,670	77,914	91,159	779
214 Days	65,901	79,398	92,895	794
215 Days	66,209	79,769	93,329	798
220 Days	67,749	81,624	95,500	816
226 Days	69,597	83,851	98,104	839

105		Daily	\$323.34	\$389.57	\$455.80	\$3.89
Campus Facilitator	202	187 Days	60,465	72,850	85,235	729
Coordinator Broadcasting	226	188 Days	60,788	73,239	85,690	732
Counselor, CTE	202	189 Days	61,111	73,629	86,146	736
Counselor, ES	189, 202	193 Days	62,405	75,187	87,969	752
Counselor, Facilitator	220	197 Days	63,698	76,745	89,793	767
Counselor, HS	202	202 Days	65,315	78,693	92,072	787
Counselor, Lead HS	220	210 Days	67,901	81,810	95,718	818
Counselor, MS	193, 197	215 Days	69,518	83,758	97,997	838
Counselor, Pre-K	189	220 Days	71,135	85,705	100,276	857
Counselor, Responsive Services	193	226 Days	73,075	88,043	103,011	880
Diagnostician	188, 193, 202					
Diagnostician, Lead	202					
Facilitator Early Childhood	220					
Facilitator Elementary ELAR Title I	226					
Facilitator ELL Newcomer	202					
Facilitator Grants Development and Management	226					
Facilitator Instructional Design ELAR	202					
Facilitator Instructional Design Math	202					
Facilitator Instructional Design Science	202					
Facilitator Instructional Design Social Studies	202					
Facilitator Magnet Programs Title I	226					
Facilitator Parent Engagement Title I	226					
Facilitator Parent Engagement Title III	226					
Facilitator RTI Title I	226					
Facilitator STEM	226					
Facilitator Title I	226					
Intervention Facilitator Title I	226					
Lead Nurse Health Services	226					
Lic Specialist School Psychologist	197, 202					
Orientation Mobility Specialist	187					
Risk Management Specialist	226					
Speech Language Pathologist, SPED	187, 193, 210					
Speech Language Pathologist, SPED PreK	187					
Social Worker	210					
Specialist Title II	226					
Transition Specialist Sped	215					

106		Daily	\$339.51	\$409.05	\$478.59	\$4.09
Asst Principal, ES	215, 225	188 Days	63,828	76,901	89,975	769
Asst Principal, Pre-K	215, 225	193 Days	65,525	78,947	92,368	789
Early Childhood Coordinator Title I	226	203 Days	68,921	83,037	97,154	830
Intervention Specialist Trainer Title I	203	214 Days	72,655	87,537	102,418	875
Occupational Therapist	188, 193	215 Days	72,995	87,946	102,897	879
Physical Therapist	188	225 Days	76,390	92,036	107,683	920

107		Daily	\$356.49	\$429.50	\$502.52	\$4.29
At Risk Administrator	226	202 Days	72,011	86,759	101,509	868
Attendance Administrator	226	220 Days	78,428	94,490	110,554	945
Asst Principal, AEC	225	225 Days	80,210	96,638	113,067	966
Asst Principal, MS	225	226 Days	80,567	97,067	113,570	971
Asst Principal, PAC	226					
Audiologist	202					
Cash Manager	226					
Coordinator	226					
Coordinator, At Risk	226					
Coordinator, Athletics	226					
Coordinator, AVID Elementary Title I	226					
Coordinator, Bilingual ESL	226					

Coordinator CTE	226
Coordinator, Communications	226
Coordinator, Counseling Guidance	226
Coordinator, Data Analysis Reporting	226
Coordinator, District Testing	226
Coordinator, Early Literacy	226
Coordinator, eLearning	226
Coordinator, Elementary Math	226
Coordinator, Employee Wellness and Nutrition	226
Coordinator, English Language Learners	226
Coordinator, Family And Community Engagement	226
Coordinator, FCS New Horizons	226
Coordinator, Foreign Languages	226
Coordinator, Intervention	226
Coordinator, Library Media Services	226
Coordinator, Local Assessment	226
Coordinator, Maintenance Business Operations	226
Coordinator, Nutrition And Menu Operations	226
Coordinator, Outreach Enrollment Center Clinic	226
Coordinator, PE	226
Coordinator, Pk12 ELA	226
Coordinator, Pk12 Math	226
Coordinator, Pk6	226
Coordinator, Planning Research	226
Coordinator, Recruitment	226
Coordinator, Social Studies	226
Coordinator, SPED	226
Coordinator, STEM	226
Coordinator, Student Services	226
Coordinator, Student Success Program	226
Coordinator, Technology	226
Coordinator, Title I	226
Coordinator, Visual Performing Arts	226
Coordinator, Web Services	226
Foundation President Corporate Initiatives Liaison	226
Senior Construction Project Manager	226

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Administrator, Gifted Talented	226
Administrator, Human Resources	226
Administrator, Safety Student Discipline	226
Associate Principal, ES	217
Associate Principal, MS	225
Asstistant General Counsel	226
Asst Principal, HS	226
Asst Principal, JTC	225
Early Learning Program Administrator	226

Daily	\$374.31	\$450.98	\$527.65	\$4.50
217 Days	81,225	97,863	114,500	979
225 Days	84,220	101,471	118,721	1,015
226 Days	84,594	101,921	119,249	1,019

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Administrator, Advanced Academic Title I	226
Administrator, PAC	226
Aquatic Manager Swim Coach	226
Associate Principal, HS	226
Associate Principal, MS	226
Assistant Director	226
Assistant Director, Athletics	226
Assistant Director, Building Trades	226
Assistant Director, Cafeteria Operations	226
Assistant Director, Custodial	226

Daily	\$404.26	\$487.06	\$569.86	\$4.87
217 Days	87,724	105,692	123,660	1,057
226 Days	91,363	110,076	128,788	1,101

Assistant Director, Dyslexia	226
Assistant Director, Equipment and Warehouse Operations	226
Assistant Director, Finance	226
Assistant Director, Food Services	226
Assistant Director, Nutrition Menu Operations	226
Assistant Director, Purchasing	226
Assistant Director, Special Programs Title I	226
Assistant Director, Student Services	226
Assistant Director, Transportation	226
AVID Program Manager Secondary	226
Community Liaison to African Americans	226
Community Liaison to Hispanic	226
Director, College Career Readiness And Success	236
Federal Grant Manager Title I	226
Principal, ES	217
Principal, Pre-K	217
Responsive Services Administrator	226
School Design Administrator	226

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Boys Athletic Coordinator/Head Football Coach	220
Director, Communications	226
Director, Counseling Guidance	226
Director, English Language Learners	226
Director, Facilities Planning Construction Services	226
Director, Family and Community Engagement	226
Director, Health Services	226
Director, Intervention	226
Director, Payroll Benefits	226
Director, Risk Management	226
Director, Tax Services	226
Director, Teaching and Learning Development	226
Principal ACE	217, 226
Principal AEC, MPAC, PAC	226
Principal, MS	226

Daily	\$432.55	\$521.15	\$609.75	\$5.21
220 Days	95,161	114,653	134,145	1,147
226 Days	97,756	117,780	137,804	1,178

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Director, Auxiliary Human Resources	226
Director, Budget and Position Control	226
Director, Career Technical Education	226
Director, Elementary Human Resources	226
Director, Food Services	226
Director, Maintenance	226
Director, Research Assessment and Accountability	226
Director, Secondary Human Resources	226
Director, Security	226
Director, Transportation	226
Director, Visual Performing Arts	226
Principal, HS	226

Daily	\$484.46	\$583.69	\$682.92	\$5.83
226 Days	109,488	131,914	154,340	1,319

112		Daily	\$547.44	\$659.57	\$771.70	\$6.59
Area Director	226	226 Days	123,721	149,063	174,404	1,491
Executive Director, Athletics	226					
Executive Director, Budget	226					
Executive Director, Communications & Public Relations	226					
Executive Director, Curtis Culwell Center	226					
Executive Director, Facilities Maintenance	226					
Executive Director, Finance	226					
Executive Director, Purchasing	226					
Executive Director, Research Assessment Accountability	226					
Executive Director, Special Education	226					
Executive Director, Student Services School Choice	226					
Executive Innovation Officer	226					
Executive Technology Officer	226					

113		Daily	\$629.56	\$758.51	\$887.46	\$7.58
Asst Superintendent, Curriculum Instruction	226	226 Days	142,281	171,423	200,566	1,714
Asst Superintendent, HR	226					
Asst Superintendent, Safety Operations	226					

114		Daily	\$705.11	\$849.53	\$993.95	\$8.49
General Counsel	226	226 Days	159,355	191,994	224,633	1,920

115		Daily	\$796.78	\$959.97	\$1,123.16	\$9.59
Chief Academic Officer	226	226 Days	180,072	216,953	253,834	2,170
Chief Financial Officer	226					
Chief Leadership Officer	226					

2020-2021 Technology Pay Plan

Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	1.0% GPI	
201			Daily	\$142.09	\$173.25	\$204.45	\$1.73
	Campus Technology Asst, ES	191, 196	191 Days	27,139	33,091	39,050	331
	Campus Technology Asst, Pre-K	191	196 Days	27,850	33,957	40,072	340
	GIS Asst Technician	226	226 Days	32,112	39,155	46,206	392
202			Daily	\$163.36	\$199.24	\$235.12	\$1.99
	Campus Technology Asst, MS	196	196 Days	32,019	39,051	46,084	391
	Campus Technology Specialist, HS	196					
	Student Information System Support Specialist	226					
203			Daily	\$189.52	\$231.12	\$272.72	\$2.31
	Campus Service Technician	226	226 Days	42,832	52,233	61,635	522
	Desktop Integration Specialist	226					
	Digital Media Specialist	226					
	Field Service Software Specialist	226					
	Field Service Technician	226					
	GIS Auto CAD Technician	226					
	Manager Kronos Oracle	226					
	Mobile Technology Asst	226					
	Software Technician	226					
204			Daily	\$255.85	\$312.01	\$368.17	\$3.12
	Athletics Technology Specialist	226	226 Days	57,822	70,514	83,206	705
	Field Service Technician Lead	226					
	GIS Program Manager	226					
	Mobile Technology Administrator	226					
	PEIMS Technical Asst	226					
	Security Telecommunications Specialist	226					
205			Daily	\$286.55	\$349.45	\$412.35	\$3.49
	Enterprise Content Management Analyst	226	226 Days	64,760	78,976	93,191	790
	Implementation Analyst	226					
	Programmer Analyst	226					
	Technical Analyst	226					
	Television Producer	226					
	Web Applications Systems Analyst	226					
206			Daily	\$309.48	\$377.41	\$445.34	\$3.77
	MAN/WAN Systems Engineer	226	226 Days	69,942	85,295	100,647	853
	Network Infrastructure Engineer	226					
	Network Video Systems Analyst	226					
	Oracle Application Developer	226					
	Systems Analyst Developer	226					
207			Daily	\$352.88	\$415.15	\$477.42	\$4.15
	Facilitator	226	226 Days	79,751	93,824	107,897	938
	Facilitator, Teaching And Learning	226					
	Oracle System Administrator	226					

208		Daily	\$381.11	\$448.36	\$515.61	\$4.48
Coordinator, Technology Digital Learning	226	226 Days	86,131	101,329	116,528	1,013
Coordinator, Technology	226					
Coordinator, Technology Applications	226					
Enterprise Content Management Coordinator	226					

209		Daily	\$415.40	\$488.71	\$562.02	\$4.88
Asst Director, IT Operations Assets Budget	226	226 Days	93,880	110,448	127,017	1,104
Asst Director, Network Communications Infrastructure	226					
Desktop Systems Engineer	226					
Network Engineer	226					
Network Engineer, Lead	226					
Oracle Database Administrator	226					
Oracle Lead Business Analyst Developer	226					
Oracle Technical Solutions Architect	226					
Project Manager Technology	226					
Reporting Development Analyst	226					
Systems Manager Kronos	226					
Technology Applications System Manager	226					

210		Daily	\$456.94	\$537.58	\$618.22	\$5.37
Director Data Administrative Systems	226	226 Days	103,268	121,493	139,718	1,215
Director GIS	226					
Director IT Operations Assets Budgets	226					
Director Oracle Technology	226					

211		Daily	\$507.20	\$596.71	\$686.22	\$5.96
Director Planning Implementation Support	226	226 Days	114,627	134,856	155,086	1,349

2020-2021 Health Clinic Pay Plan

Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	1.0% GPI	
301	Health Clinic, Medical Asst	236	Hourly	\$16.20	\$19.76	\$23.32	0.20
			Daily	129.60	158.08	186.56	\$1.58
			236 Days	30,586	37,307	44,028	373.07
304	Health Clinic, Manager	236	Daily	\$340.92	\$415.75	\$490.59	\$4.15
			236 Days	80,457	98,117	115,779	981.17
305	Health Clinic, Physician Assistant	236	Daily	\$381.82	\$465.64	\$549.46	\$4.66
			236 Days	90,110	109,891	129,673	1098.91
	Health Clinic, Nurse Practitioner	236					

2020-2021 Administrative Support Pay Plan

Garland ISD

*Annual amounts are based on 7.5 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	1.0% GPI	
P11			Hourly	\$12.55	\$15.69	\$18.83	\$0.16
	Aide Achievement Office	186	Daily	94.13	117.68	141.23	1.17
	Aide Newcomer Title III	202	186 Days	17,507	21,888	26,268	223
	Aide Office	186	202 Days	19,013	23,770	28,527	242
	Aide Office Attendance	186					
	Aide Office Pre-K	186					
	Parent Engagement Aide Title III	202					
P12			Hourly	\$13.70	\$17.13	\$20.56	\$0.17
	Aide Counselor	186, 198	Daily	102.75	128.48	154.20	1.28
	Aide Diagnostician	186	186 Days	19,112	23,896	28,681	237
	Aide SPED Facilitator	186	193 Days	19,831	24,796	29,761	246
	Aide SPED Facilitator Idea B	186	198 Days	20,345	25,438	30,532	252
	Attendance Clerk	193					
	Secretary Sped I	193					
P13			Hourly	\$15.05	\$18.81	\$22.57	\$0.19
	Color Guard Specialist	186	Daily	112.88	141.08	169.28	1.41
	Processing Manager	226	186 Days	20,995	26,240	31,485	265
	Receptionist, District	226	202 Days	22,801	28,497	34,194	288
	Receptionist, HS	186	226 Days	25,510	31,883	38,256	322
	Secretary, Sped II	202					
	Secretary, Sped II Idea B	226					
P14			Hourly	\$15.95	\$19.94	\$23.93	\$0.20
	Receptionist, HH Main Lobby	226	Daily	119.63	149.55	179.48	1.49
	Secretary	226	193 Days	23,088	28,863	34,639	290
	Secretary, Asst Principal CATE	198	198 Days	23,686	29,611	35,536	297
	Secretary, Asst Principal HS	198	226 Days	27,035	33,798	40,561	339
	Secretary, Coordinator SPED	226					
	Secretary, Counselors Office	193					
	Secretary, PEIMS	226					
	Secretary, Receptionist	226					
	Secretary, Warehouse	226					
P15			Hourly	\$17.07	\$21.33	\$25.59	\$0.21
	Circulation Manager	226	Daily	128.03	159.98	191.93	1.59
	Data Clerk, ES	198, 205	186 Days	23,813	29,755	35,698	293
	Data Clerk, HS	202	198 Days	25,349	31,675	38,001	312
	Data Clerk, Medicaid	226	202 Days	25,861	32,315	38,769	318
	Data Clerk, MS	198	205 Days	26,245	32,795	39,345	323
	Data Clerk, Pre-K	198	220 Days	28,166	35,195	42,224	347
	Data Clerk, SPED	186	226 Days	28,934	36,154	43,375	356
	Registrar, AEC	220					
	Secretary	226					
	Secretary Coordinator	226					
	Secretary IV Coordinator	226					
	Secretary, Print Shop	226					
	Secretary, Receptionist	226					
	Secretary, Textbooks	226					
	Secretary, Transportation	226					

P16	
Accounting Clerk	226
Accounting Specialist I Payables Clerk	226
Aide Parent Involvement Title I	186
District Interpreter Translator	226
Enrollment Center Advisor	186, 226
Expediter	226
Payroll Receptionist	226
Purchasing Clerk Maintenance	226
Recruiting Specialist Human Resources	226
Registrar, HS	220
Secretary	226
Secretary Athletics	226
Secretary, Community Liaison	202
Secretary, Coordinator	226
Secretary, Enrollment Center	226
Secretary, Enrollment Center Clinic	226
Secretary, Maintenance	226
Secretary, Meal Application Processing	226
Secretary, Professional Development	226
Secretary, Receptionist Human Resources	226
Secretary, Records Center	226
Secretary, SPED Student Information Idea B	226
Secretary, Title I	226

Hourly	\$18.26	\$22.83	\$27.40	\$0.23
Daily	136.95	171.23	205.50	1.71
186 Days	25,473	31,848	38,223	321
202 Days	27,664	34,587	41,511	348
220 Days	30,129	37,670	45,210	380
226 Days	30,951	38,697	46,443	390

P17	
Accounting Specialist II	226
Accounting Specialist II Accounting Liaison	226
Accounting Specialist II Campus Liaison	226
Accounting Specialist II Payables Lead	226
Accounting Specialist II Payroll Costing	226
Accounting Specialist Projects	226
Administrator Selection HR Specialist	226
Assessment Office Specialist	226
Background Fingerprint Specialist	226
Bookkeeper	226
Bookkeeper, Federal Programs Title I	226
Gifted Talented Special Programs Project Clerk Title I	226
Leaves Specialist, Auxiliary HR	226
Leaves Specialist, HR	226
Migrant Liaison Face Clerk Title I	226
Payroll Specialist	226
Payroll Specialist, Maintenance	226
Secretary, Athletics II	226
Secretary, AVID	226
Secretary, Construction Services	226
Secretary, Director	210, 226
Secretary, Director Human Resources	226
Secretary, Federal Programs Title I	226
Secretary, Information System	226
Secretary, Oracle	226
Secretary, Principal HS, MPAC	226
Secretary, Principal ES	205
Secretary, Principal MS, PAC	220
Secretary, Principal Pre-K	205
Secretary, Project Clerk Title I	226

Hourly	\$19.54	\$24.43	\$29.32	\$0.24
Daily	146.55	183.23	219.90	1.83
205 Days	30,043	37,561	45,080	369
210 Days	30,776	38,477	46,179	378
220 Days	32,241	40,310	48,378	396
226 Days	33,120	41,409	49,697	407

Secretary, Student Services	226
Staffing Specialist, HR	226
Substitute Specialist I, HR	226
Tax Clerk II	226
Transportation Asst	226
Transportation Payroll Specialist	226
Transportation Specialist	226

P18

Facility Leasing Specialist	226
Federal Programs Procurement Clerk Title I	226
Free Reduced Lunch Application Processor Manager	226
Secretary, Area Director	226
Secretary, Executive Director	226
Secretary, Executive Technology Officer	226

Hourly	\$21.01	\$26.26	\$31.51	\$0.26
Daily	157.58	196.95	236.33	1.96
226 Days	35,612	44,511	53,409	441

P19

Accounts Payable Supervisor	226
Buyer	226
Finance Asst	226
Office Manager	226
Secretary, Asst. Supt Curriculum Instruction	226
Secretary, Asst. Supt HR	226
Secretary, Asst. Supt Safety Operations	226
Secretary, Director	226
Special Education Accounting Asst.	226
Substitute Specialist II HR	226
Tax Clerk III	226

Hourly	\$25.41	\$31.77	\$38.13	\$0.32
Daily	190.58	238.28	285.98	2.38
226 Days	43,070	53,850	64,630	542

P21

Secretary, Chief Academic Officer	226
Secretary, Chief Financial Officer	226
Secretary, Chief Officer	226
Secretary, Risk Management	226

Hourly	\$30.49	\$38.12	\$45.75	\$0.38
Daily	228.68	285.90	343.13	2.85
226 Days	51,681	64,613	77,546	644

2020-2021 Instructional Paraprofessional Pay Plan

Garland ISD

*Annual amounts are based on 7.5 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	1.0% GPI	
PA1			Hourly	\$12.55	\$15.30	\$18.05	\$0.15
	Aide Bilingual ESL Pre-K	186	Daily	94.13	114.75	135.38	1.14
	Aide Bilingual	186	186 Days	17,507	21,344	25,180	209
	Aide Bilingual Title I	186					
	Aide Caregiver New Horizons	186					
	Aide ESL	186					
	Aide ESL Pre-K	186					
	Aide Family Involvement Title I	186					
	Aide Instructional	186					
	Aide Instructional ELL	186					
	Aide Instructional Pre-K	186					
	Aide Instructional Title I	186					
	Aide Instructional Title I Pre-K	186					
	Aide Literacy Title I	186					
	Aide Literacy Title I Pre-K	186					
	Aide Montessori	186					
	Aide PE	186					
	Aide Pre-K	186					
	Aide Title I Pre-K	186					
PA2			Hourly	\$13.30	\$16.22	\$19.14	\$0.16
	Aide Bilingual Vietnamese Pre-K	186	Daily	99.75	121.65	143.55	1.21
	Aide Library	186	186 Days	18,554	22,627	26,700	223
	Aide Library Pre-K	186					
	Aide Sped	186					
	Aide Sped CBSE	186					
	Aide Sped CBSE Idea B	186					
	Aide Sped ECSE	186					
	Aide Sped ECSE Idea B	186					
	Aide Sped ECSE Inclusion	186					
	Aide Sped ECSE Inclusion Expansion Program	186					
	Aide Sped ECSE Inclusion Idea B	186					
	Aide Sped ECSE Pre-K	186					
	Aide Sped ECSE Pre-K Idea B	186					
PA3			Hourly	\$14.10	\$17.19	\$20.28	\$0.17
	Aide Sped ABC	186	Daily	105.75	128.93	152.10	1.28
	Aide Sped ABC Idea B	186	186 Days	19,670	23,980	28,291	237
	Aide Sped ALE	186					
	Aide Sped ALE Idea B	186					
	Aide Sped Behavioral Adjustment	186					
	Aide Sped Behavioral Adjustment Idea B	186					

PA4	
Aide Clinic	186
Aide Clinic Pre-K	186
Aide Enrollment Center Clinic	226
Aide Sped ALE PAC	186
Aide Sped Behavioral Adjustment PAC	186
Aide Sped Voc Job Coach	186

Hourly	\$14.94	\$18.22	\$21.50	\$0.18
Daily	112.05	136.65	161.25	1.36
186 Days	20,841	25,417	29,993	251
226 Days	25,323	30,883	36,443	305

2020-2021 Auxiliary Pay Plan

Garland ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	1.0% GPI	
MT01			Hourly	\$10.80	\$13.51	\$16.22	\$0.13
	Bus Aide, Sped	180					
	Custodial	180, 226, 260					
	Custodial Pool, COVID	260					
	Custodian, Stadium Athletics	260					
	Food Service	180, 181, 182					
	Parking Lot	181					
MT02			Hourly	\$12.80	\$16.00	\$19.20	\$0.16
	Athletics Equipment, Lead	260					
	Custodian, Lead	186, 226, 260					
	Grounds, Fence Playground	260					
	Grounds, Landscape/Mowing	260					
	Grounds, Seasonal	260					
	Maintenance HVAC Filter	260					
MT03			Hourly	\$14.00	\$17.50	\$21.00	\$0.17
	Asstistant Manager Intern	184					
	Delivery Expediter	226					
	Driver	202					
	Driver, Stocker	260					
	Driver Warehouse	260					
	Food Service, Driver Stocker	226, 260					
	Grounds, Athletic Field	260					
	Grounds, Crew Leader	260					
	Mail Clerk Driver	226					
	Maintenance Expeditor	260					
	Maintenance HVAC Filter Lead	260					
	Purchasing/Warehouse Driver Stocker	260					
	Tire Technician	260					
MT04			Hourly	\$15.55	\$19.43	\$23.31	\$0.19
	Athletic Fields, Lead	260					
	Building Security	186					
	Bus Driver, Trainee	180					
	Food Service Asst Repair Technician	226					
	Food Service Manager, ES	184					
	Food Service Trainee	184					
	General Maintenance	260					
	Grounds, Irrigation Installer	186, 260					
	Phototypesetter	226					
	Print Binder	226					
	Printer	226					
	Screen Printer	226					
	Senior Lawnmower Mechanic	260					
	Testing Warehouse Distributer	226					
	Validator Receiving	226					
	Vehicle Maintenance, General	260					

MT05		Hourly	\$17.25	\$21.57	\$25.89	\$0.21
Building Engineer	260					
Concrete	260					
Copy Center Operator	226					
Dispatch Operator	215					
Equipment Tech Apprentice	226					
Food Service Manager, MS	184					
Food Services Manager, Floating	184					
General Maintenance Worker I	260					
Maintenance, Painter	260					
Operations Specialist	260					
Purchasing/Warehouse Clerk	260					
Repair Expediter	226					
Shipping/Receiving Manager	260					
Stadium Engineer	260					
Vehicle Servicewriter	260					

MT06		Hourly	\$18.81	\$23.51	\$28.21	\$0.23
Foreman	226					
General Maintenance Worker II	260					
Grounds Foreperson	260					
Grounds, Herbicide Insecticide	260					
Groudns Irrigation Foreperson	260					
Maintenance Paint Foreman	260					
Transportation Dispatcher	215					

MT07		Hourly	\$19.75	\$24.69	\$29.63	\$0.24
Audio Visual Technician	260					
Certified Welder	260					
Concrete Foreman	260					
Custodian Trainer, Lead	260					
Food Service Manager, HS	184					
Foreman, Mechanic	260					
General Maintenance Worker III	260					
IT Warehouse Operations Manager	226					
Lead Dispatcher	226					
Locksmith	260					
Maintenance HVAC Controls Technician	260					
Maintenance HVAC Service Worker Unlicensed	260					
Mechanic Unlicensed	260					
Plumber Non-Certified	260					
Routing Specialist	226					
Security Electronic Technician	260					
Security Electronic Technician Servers	260					
Security Officer	260					
Transportation Dispatcher Lead	226					
Transportation Trainer, Lead	260					
Vehicle Maintenance Inventory	260					
Video Electronics Technician	260					

BUS		Hourly	\$21.00	\$26.25	\$31.50	\$0.26
Bus Driver	180					
Bus Driver, Field Trip	180, 202					
Bus Driver, Substitute	180					

MT08		Hourly	\$22.06	\$27.56	\$33.06	\$0.27
Equipment Technician	226					
Facility Maintenance Specialist AG Barn	260					
Facility Maintenance Specialist, CCC	260					
Fire Sprinkler Technician	260					
General Maintenance Crew Leader	260					
Maintenance Electrician	260					
Maintenance HVAC Field Controls Tech (Maint.)	260					
Maintenance Special Plumber (Certified)	260					
Mechanic (Certified)	233, 260					
Security Electronic Technician (Licensed)	260					
Security Electronic Technician Recovery	260					
Security Officer	260					
Supervisor, Custodian	260					

MT09		Hourly	\$23.37	\$29.21	\$35.05	\$0.29
Grounds Herbicide Pesticide/IPM Coord	260					
Maint. Plumber Backflow Assembly Tester	260					
Security Electronic Technician, Lead	260					
Security Operations, Lead	260					
Supervisor, Transportation (Field trip)	260					
Supervisor, Transportation Route	260					

MT10		Hourly	\$28.64	\$35.79	\$42.94	\$0.35
Grounds Supervisor	260					
Maintenance HVAC Supervisor	260					
Maintenance Supervisor Carpentry Rem.	260					
Maintenance Supervisor Electrical Elevators	260					
Maintenance Supervisor Painting	260					
Maintenance Supervisor Plumbing	260					
Maintenance Supervisor Roofing	260					
Supervisor Environmental and Utilities	260					
Supervisor of Lock Doors	260					
Transportation Vehicle Foreman Shift	260					
Transportation Operations Supervisor	260					
Transportation Vehicle Maintenance Supervisor	260					

SUBSTITUTE PAY SCALE 2020-2021

Teachers: Basic Daily Rate

Degreed, certified teacher:	105.00/ACE 119.00
Retired GISD Certified Teacher:	125.00/ACE 142.00
Degreed, non-certified:	90.00/ACE 102.00
Nurse:	205.00/ACE 232.00

Paraprofessionals (Aides, Secretaries, Clerks): Basic Daily Rate

Secretaries/Clerks/Non Classroom:	65.00/ACE 74.00
Instructional Aides/Special Ed. Aide:	75.00/ACE 85.00

Long Term Teacher Assignment: \$25 more per day from 16th day forward, no retro

Long-term Certified Teacher for same person on 16th consecutive day (no retro): **130.00**

Substitute Rates for following positions by HR Administrative Approval Only:

Counselor/ Elementary:	130.00/ACE 147.00
Counselor/ Middle:	155.00/ACE 176.00
Counselor/ High School:	180.00

AP/Elementary:	155.00/ACE 176.00
AP/Middle:	180.00/ACE 204.00
AP/High School:	205.00

Principal/Elementary:	255.00/ACE 289.00
Principal/Middle:	305.00/ACE 346.00
Principal/High School:	380.00

Speech Path. Diagnostician	255.00/ACE 289.00 130.00/ACE 147.00
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2020-2021 Stipends and Salary Supplements

ACADEMIC, CO-CURRICULAR, AND EXTRA-CURRICULAR

POSITION	SUPPLEMENTAL ANNUAL AMOUNT	CONTRACT DAYS	SUPPLEMENTAL DAYS
High School			
ACT/PSAT/SAT Accuplacer Prep Coach	\$1,500	187	0
Academic Decathlon - principal assigns specific amounts	\$5,500 per campus	187	0
Activities Director	\$ 938	187	5
Band - Director	\$10,000	187	27
Band - Assistant Director	\$4,650	187	15
Cheerleader- Freshman	\$2,000	187	10
Cheerleader- Junior Varsity	\$2,000	187	10
Cheerleader- Varsity	\$2,808	187	15
Choir - Director	\$5,914	187	5
Choir - Assistant Director	\$2,875	187	5
CTE Counselor	\$1,500	202	0
Department Head (if not given an extra conference period)	\$ 937.50	187	0
Drill Varsity	\$2,923	187	19
Drill Junior Varsity	\$1,625	187	10
Dual Credit	\$700	187	0
ELAR Teacher	3,000	187	0
Extended Essay Coordinator	\$1,500	187	0
Magnet Advisor/Industry Liaison	\$3,000	187	15
Librarian - Secondary	\$750	187	0
Math Teacher	\$3,000	187	0
Newspaper	\$1,300	187	0
Octathlon Sponsor - principal assigns specific amounts	\$3,400 per campus	187	0
Orchestra - Director	\$5,000	187	5
Orchestra - Assistant Director	\$2,400	187	5
Performing Arts Endorsement Coordinator	\$2,000	187	0
Piano Lab Instructor	\$ 500	187	5
Science Teacher	\$3,000	187	0
Extra Period Stipend - \$5,000/year HR approval needed	\$2,500	187	0
Speech	\$ 1,684	187	5
Student Council	\$ 1,000	187	5
Theater Arts/Drama	\$3,671	187	5
UIL Coordinator	\$1,000	187	2
Yearbook Advisor	\$1,500	187	0
Spirit Group	\$1,250	187	0
Step Team	\$1,250	187	0
Middle School			
Austin Academy – Piano Lab/Ext Day	\$4,500/year	187	0
Austin Academy – Art/Extended	\$4,500/year	187	0
Austin Academy – Physical Education	\$1,400/year	187	0
Austin Academy - Spanish	\$2,250/year	187	0
Austin Academy - Jazz Band	\$1,600/year	187	0
Austin Academy – Gospel Choir	\$650/year	187	0
Austin Academy – Theater Arts	\$1,836/year		
Band - Director	\$5,925	187	15
Band - Assistant Director	\$2,500	187	15
Cheerleader	\$1,493	187	0
Cheer Assistant, Auxiliary (Coyle MS)	\$800	187	0
Librarian	\$750	187	0
Pep Squad	\$ 965	187	0
Choir - Director	\$2,925	187	5
Choir - Assistant Director	\$2,500	187	5

Per DK(Local): "Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty."

Department Head	\$ 625	187	0
Magnet Advisor/Industry Liaison	\$3,000	187	15
Orchestra - Director	\$3,500	187	5
Orchestra – Assistant Director	\$1,600	187	5
Pentathlon - principal assigns specific amounts	\$3,400 per campus	187	0
Piano Lab Instructor	\$ 500	187	5
Theater Arts – approved by Fine Arts	\$1,250	187	0
Yearbook	\$625	187	0
Elementary School			
Bilingual certified classroom teacher	\$4,000	187	0
Children’s Chorus Director	\$3,750	187	0
Children’s Chorus Assistant Director	\$2,875	187	0
Children’s Chorus Accompanist	\$2,875	187	0
Librarian	\$1,000	187	0

Per DK(Local): “Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District’s contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.”

ATHLETIC COACHING STIPENDS

PAY DESCRIPTION - Element	SUPPLEMENTAL ANNUAL AMOUNT	CONTRACT DAYS	SUPPLEMENTAL DAYS
High School			
Athletics HS Head Coach ¹	\$5,000	187	15
Baseball		187	15
Cross Country		187	15
Gymnastics		187	15
Softball		187	15
Soccer		187	15
Track		187	15
Volleyball		187	15
Athletics HS Assistant Coach (2 sports)	\$4,500	187	15
Baseball		187	15
Basketball ²		187	15
Football		187	15
Cross Country		187	15
Soccer		187	15
Softball		187	15
Track		187	15
Volleyball		187	15
Athletics HS Football Defensive Coordinator	\$4,850	187	15
Athletics HS Football Offensive Coordinator	\$4,850	187	15
Athletics HS Basketball-Head Coach	\$5,750	187	15
Athletics HS Girls Sports Coordinator ³	\$2,150	187	15
Athletics HS Golf-Head Coach	\$4,100	187	0
Athletics HS Tennis-Head Coach	\$4,050	187	6
Athletics HS Trainer	\$5,500	187	15
Athletics HS One Sport Coach ⁴	\$2,500	187	0
Middle School			
Athletics MS Coach (2 sports)	\$3,300	187	6
Basketball		187	6
Football		187	6
Track		187	6
Volleyball		187	6
Athletics MS Coordinator	\$1,000	187	6
Athletics MS Soccer Coach ³	\$1,500	187	0
¹ Does not include HEAD FOOTBALL CAMPUS AD COACH or HEAD BASKETBALL COACH ² HS Basketball Lead Assistant coaches only one sport ³ Additional Stipend for the coach assigned ⁴ Only with special approval of Athletic Department and School Principal			

Per DK(Local): "Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty."

OTHER SALARY SUPPLEMENTS

Other Stipends	SUPPLEMENTAL ANNUAL AMOUNT	CONTRACT DAYS	SUPPLEMENTAL DAYS
Degree Stipends			
Master's Degree	\$1,300	187	NA
Doctor's Degree	\$2,000	187	NA
Other Stipends			
Administrative Intern/Associate	\$1,000	187	10
Instructional Support Teacher	\$1,000	187	10
i3 (Innovation in Instruction)	\$750	187	0
Lead Teacher - Bilingual / ESL	\$1,120	187	0
Mandarin Chinese	\$3,000	187	0
Mariachi Program Coordinator	\$5,600	187	0
Nurse Specialist	\$3,500	226	0
Nurse Cluster Leader	\$750	187	0
SpEd – Campus Support Coach	\$1,000	187	10
SpEd – Lead Adaptive PE Team Lead	\$1,500	187	0
SpEd – Lead Diagnostician	\$1,500	187	15
SpEd – Lead LSSP	\$1,500	187	15
SpEd – Lead OT/PT	\$1,500	187	6
SpEd – Lead Vision Teacher	\$1,500	187	0
SpEd – Lead Speech Language Pathologist	\$1,500	187	0
SpEd – Head of Delegation for Special Olympics	\$6,000	187	10
SpEd – Resource Teacher	\$2,000	187	0
SpEd – Self Contained Teacher	\$3,500	187	0
SpEd – Special Olympics Coach	\$3,000	187	0
Technology – Campus Tech Asst. - EL	\$1,000	187	0
Technology Devices	\$1,000		NA

ACE CAMPUS

ACE Campus	SUPPLEMENTAL ANNUAL AMOUNT
Principal	\$15,000
Assistant Principal	\$13,500
Teacher	\$10,000
Librarian	\$10,000
Nurse	\$10,000
Counselor	\$10,000
Social Worker	\$10,000
Instructional Coach	\$8,000
Para-professionals & Aides	\$2,500*
*Annualized as additional salary, reflected separately on paychecks	

PARAPROFESSIONAL

PAY DESCRIPTION	ANNUAL AMOUNT	DAYS	ADDITIONAL DAYS
Certified Educational Office Professional (CEOP)	\$ 600	186 - 226	0

Per DK(Local): "Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty."

PROVISIONS AND APPLICATIONS OF GARLAND INDEPENDENT SCHOOL DISTRICT'S SALARY SCHEDULE

A. HOURLY EMPLOYEES

District personnel employed on an hourly basis are hired and placed on a wage scale commensurate with the position and established by the Board of Trustees and Administration. Under no circumstances is an hourly worker to be placed on a higher hourly rate of pay without prior authorization from Human Resources.

B. PAYDAY

For monthly paid professional and paraprofessional employees, payday is the 27th of each month. When the 27th falls on weekend, then payday will be the preceding Friday. In December payday will be the next to last work day before winter break. For Biweekly paid employees (Food Service, Maintenance, Transportation, Warehouse, and Substitute) payday is every other Friday. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

C. MANDATORY DEDUCTIONS

- **Medicare Tax** - For all employees hired after April 1, 1986, a 1.45-% Medicare Tax is deducted, which is matched by the district and sent to the Social Security Administration. The benefit of this tax to the employee is that at the age of 65 the employee would be eligible for free Medicare Part A coverage, if this tax or a combination of this tax and regular Social Security participation has been paid for at least 10 years (40 credits or 40 quarters).
- **Teacher Retirement** – 7.7% of the employee's gross salary is sent to the Teacher Retirement System of Texas for deposit in the employee's account once the employee is eligible for TRS membership. This money accumulates with interest as a tax-deferred retirement benefit. The state contributes to the retirement system, also. The money that an employee contributes and the interest that money earns may be withdrawn only if the employee ceases to work for a Texas public school. Upon withdrawal, federal income tax is due on the principal and interest that has been treated as tax-deferred. For more detailed information on the retirement system contact the Assistant Superintendent Human Resources (972) 487-3050 or call the Texas Teacher Retirement System at (800) 223- 8778 or visit the TRS website at www.trs.texas.gov
- **TRS-Care** - 0.65% of gross salary is paid by each active school employee to help support the Teacher Retirement System health care plan for retired employees titled TRS-CARE.
- **FICA Alternative** - For all employees who are not eligible to participate in the Teacher Retirement System of Texas (part-time, seasonal, temporary employees). Employees are not subject to Social Security taxes while covered by this plan. 7.5% of an employee's gross salary is contributed to the FICA Alternative Plan. Contributions to this plan are on a pretax basis, and any benefits previously earned under another retirement plan, such as Social Security, will not be reduced by participation in this plan.

D. SUPPLEMENTAL SALARY FOR ADVANCED HOURS/DEGREES

Per DK(Local): "Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty."

1. Supplemental salary amounts are paid for degrees conferred or hours earned by September 1 and reported to Human Resources by submission of official transcripts by October 1.
2. All teachers and nurses who have a master's degree are eligible to receive \$1,300 annually. This supplement is not paid to employees who are on a higher Pay Grade because the administrative and professional support positions require a master's degree as a minimum qualification for the certification.
3. All teachers, professional support employees, and administrators with earned doctorate degrees will receive \$2,000 annually. This supplement replaces the master's supplement and is not in addition to it.
4. It is the responsibility of the employee to notify Human Resources of advanced degrees and to provide OFFICIAL TRANSCRIPTS with the university's seal and degree conferred status by the announced deadline each year.

Guidelines for Supplemental Pay

GENERAL GUIDELINES

- Policy DK (Local) states: “Non-contractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.”
- Policy DEAA (Local) states: “The Superintendent or designee may assign non-contractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the District.”
- Additional Payment is given to a regular employee beyond their base pay for additional considerations or approved purposes at approved amounts and is comprised of:
 - Stipends – compensation that can be established on a regular basis with an equal amount per pay period being paid over the length of a contract or a specified period of time and for which monthly documentation is not required by Payroll or Human Resources. The approval of a stipend that is not attached to a position, such as travel expenses, or given due to employee status, such as advanced degrees or employment assignment, must be approved by Human Resources after consultation with appropriate administrators.
 - Supplemental pay – compensation that is occasional, periodic, or sporadic for additional considerations by the employee and is not paid in equal amounts each pay period and for which specific documentation must be submitted and approved according to these guidelines.
 - Overtime – while not contractual, overtime is paid to employees who are considered Non-Exempt under the FLSA for work done beyond 40 hours per work week. Approval of overtime should be given prior to the work, must be accompanied by supporting documentation to payroll, and must be approved according to district guidelines.
- All stipends and supplemental pay amounts or rates must be approved by the Board and will be published in the District Salary Schedule booklet.
- All monetary compensation to an employee must be made through the payroll system so that proper records can be maintained for reporting purposes to state and federal agencies.
- For the purposes of the Guidelines for Supplemental Pay and Pay Details:
- **Non Exempt Employees*** under the FLSA include employees whose duties do not meet FLSA exemption criteria. Non-exempt employees will be compensated according to the following Supplemental Pay guidelines:
 - For work done over 37.5 , but 40 or less hours per week, non-exempt employees who are scheduled for 37.5 hours per week shall be compensated in one of two ways:
 - Compensatory time equal to time worked, OR
 - Pay equal to straight time at their hourly rate, without any overtime calculation
 - For work done over and above the 40-hour work week, non-exempt employees shall be compensated in one of two ways:
 - Compensatory time equal to time-and-a-half of time worked, OR
 - Pay equal to time-and-a-half of their hourly rate for time worked.
- **Exempt employees** do **not** qualify for overtime pay or compensatory time.
- **Administrators:** For the purpose of determining supplemental pay, the term administrator refers to any central office administrator, principal, or assistant principal. These individuals **do not** qualify for overtime or supplemental pay.

EXCEPTION: Administrators may be eligible for additional pay if the work performed is beyond the scope of their professional contract duties. For example, they may supervise an athletic event for the athletic department or supervise a summer school program as *long as the work does not conflict with fulfillment of their regular duties and responsibilities*. Approval must be specifically obtained in advance from the administrator’s supervisor.

SPECIFIC GUIDELINES

- All supplemental pay items must be entered through Kronos, recording:
 - the description of work performed
 - the number of hours worked
 - the time and date work was performed
 - the applicable Kronos code associated with the appropriate budget code number
- All supplemental pay assignments must be conducted at a GISD facility unless done out of district. Deviations must have prior approval.
- All supplemental pay must be recorded as hours worked at the preapproved hourly rate. No lump sum payments are permitted without a completed “Request for Deviation from Supplemental Pay Policy” form (see last page) and approval of Chief Officer or designee.
- All Kronos supplemental pay codes must be requested in advance and approved by the administrator or principal that is responsible for those supplemental pay funds, along with approval from the Business Office.
- Supplemental pay entered via Kronos will be approved by the appropriate principal or supervisor/manager through the Oracle approval workflow. All approvals must be completed in Oracle by the 15th of each month unless otherwise noted in the Payroll Calendar.
- The Supplemental Pay rates are preset and coded to the approved Supplemental Pay Element in Oracle and cannot be changed without a written request submitted by completion of a “Request for Deviation from Supplemental Pay Policy” form. Changes will be added to the Supplemental Pay Rate schedule.
- Supplemental pay must be budgeted within the school budget in fund 199 or approved project; no supplemental pay may be paid with 461 or 865 funds without prior approval from the Business Office.
- Employees shall not receive additional compensation for work that is within the scope of their assignment or position if it occurs during normal working hours while within the published contract work dates unless specified in these guidelines.
- Before or after school duty, hall duty, commons duty, and bus duty, or any other similar types of duty that occur occasionally or on a rotating basis and take place within official school hours are considered part of the normal teaching assignment and are **not eligible** for additional compensation.
 - *Exception: If the principal approves one or more individuals to perform the duty on a long term basis (for a semester or for a year), the employee(s) may be compensated for that time according to the rates listed in the following page.*

*All Paraprofessional and Auxiliary employees are classified as Non-Exempt. Certain Professional employees who do not meet all the exemption test criteria are classified as Non-Exempt and are overtime eligible.

PROFESSIONAL CATEGORIES OF PAY DETAILS 2020- 2021

RATES

PROFESSIONAL Extended Day - Instructional Non-ACE Campuses

\$30 per Hour

Includes, but not limited to:

- Saturday School
- Thursday School
- Zero Period
- Extended Day Enrichment
- ESL Extended Day
- Bike / Dance Grant-Project ○
- Curriculum Writing ○
- Evening School
 - ARI/AMI/Title I ○
 - STAR
 - Credit Recovery

PROFESSIONAL Extended Day – Administrative *

\$40 per Hour

* With approval from the administrator’s supervisor Includes:

- Supervisor
- Administration
- Facilitator

PROFESSIONAL Extended Day – Staff Development

\$20 per

**Maximum 8 hours paid per Day

Hour**

PROFESSIONAL Extended Day – Non Instructional

\$10 per

Session

******To qualify for this pay, the duty must be assigned /accepted per semester, or school year.***

Cannot be assigned for short periods of time for pay. Includes, but not limited to:

- Bus Duty
- Hall Monitor / Duty
- Commons Monitor/Duty
- Grounds Monitor / Duty
- Marque Maintenance

PROFESSIONAL Extended Day - Special Qualifications

Rate dependent on Licensing / Qualification - upon approval by Administration

Includes, but not limited to:

- Diagnosticians
- Therapists
- Security Officers

SUMMER SCHOOL - Rates as listed on the Summer School Job Postings

PART TIME TEMPORARY - Rate as listed on the individual Job Posting

Request for Deviation From Supplemental Pay Policy

Date: _____

(Please fill out completely)

Campus/ Department: _____

Applicable Supplemental Pay Element: _____
(e.g., Para Extra Duty, Prof Extended Day, etc)

Applicable Account Code: _____

Requested Deviation: _____

Justification for Deviation: _____

Employee Receiving Payment: _____ / _____
Name ID #

Requestor: _____ / _____
Name Campus/Dept

Departmental Approval: _____
Department Head

Human Resource Approval _____
Executive Director

Account Code Approval: _____
Business Office

This request is valid for the described transaction only. This approval cannot be transferred or reused.