

**EMPLOYEE WAGE AND SALARY
ADMINISTRATION GUIDE
2009-2010**



Dr. Marc Williamson, Superintendent
234 Friendship Lane • Fredericksburg, Texas 78624 • (830) 997-9551

TABLE OF CONTENTS

Introduction	3
Purpose.....	3
Position Classification	4
Employment Procedures	5
Pay Grades.....	6
Initial Employment	6
Salary Quoting Procedures.....	7
Salary Schedules	
Hiring Guidelines for Administrative/Professional Personnel	8
Administrative/Professional Classifications.....	9
Administrative/Professional Daily Rates	9
Teacher Pay Scale.....	10
Stipends Summary.....	11-12
Hiring Guidelines for Auxiliary Personnel	13
Clerical/Technical Job Classifications	14
Clerical/Technical Hourly Rates.....	14
Manual Trades Job Classifications	15
Manual Trades Hourly Rates	15
Reassignment	16
Salary Increments	17
Salary Ranges.....	18
APPENDIX – Policy DEA (Legal)	
Board Policies for Compensation & Benefits, Salaries and Wages	

BOARD OF TRUSTEES

Jerry W. Durst, President
Dale Geistweidt, Vice-President
Dave Campbell, Secretary
Wayne Harrell
Lorrie Hess
Leola Mills
Kay Stech

Fredericksburg Independent School District does not discriminate on the basis of race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability or any other legally-protected status.

The compensation plan and salary schedules described in this handbook are for the 2009-2010 school year only. Future salaries cannot be predicted from this handbook. The Board of Trustees adopts a new compensation plan and salary schedule each year.

- Final calculations of this booklet are not intended and should not be construed to create any contractual, pay, or other legal rights for continued or future employment. This handbook is designed to be used solely as a guide in the administration of wages and salaries for employees of Fredericksburg Independent School District.

For questions or clarifications, please call the Office of Operations & Personnel or the Business Office at 997-9551.

PURPOSE

This handbook is a guide for administering salaries and wages for Administrative Professional, Clerical/Technical and Manual Trades employees of the Fredericksburg Independent School District. Practices described are intended to implement local Board Policy and goals, state and federal regulations, and appropriate accreditation standards.

POSITION CLASSIFICATION

District jobs are assigned to job grades based upon compensable factors. These factors are **skill, effort** and **responsibility**; and for auxiliary jobs, **working conditions**. When considering a request for reclassification, these compensable factors will be of primary concern.

Newly-established jobs will be analyzed and grade assignment determined by the Superintendent. This procedure accomplishes two objectives. First, the appropriate pay range becomes part of the recruitment and hiring strategy of the District. Second, a consistent practice of salary administration is established at the initiation of each job.

EMPLOYMENT PROCEDURES

- (1) Employee who is resigning or retiring notifies supervisor in writing of his/her intention to resign or retire from a position.
- (2) Supervisor sends the original resignation letter to the Personnel Office for processing and to be placed in the personnel file.
- (3) Supervisor informs the Personnel Office of the vacant position.
- (4) The Personnel Office initiates a "request to Post and Employ" form. The position will be posted after the form has been signed by the supervisor and Superintendent.
- (5) Administration considers active Requests for Transfer. If requests are denied, then proceed to Step 6. If the Request for Transfer is granted, proceed to Step 13.
- (6) The Personnel Office posts the job opening: (a) on the bulletin board in the Central Office; (b) on the FISD web page at www.fisd.org; and (3) newspaper ads are placed, if needed. Professional (contract) positions remain posted for ten days or until filled.
- (7) Campus administrators review on-line applications and department supervisors call the Personnel Office for appropriate applications.
- (8) Applicants are notified and interviews are scheduled by the administrator or supervisor.
- (9) The administrator or supervisor conducts interviews using appropriate methods and is responsible for checking at least three references. **The campus administrator or supervisor DOES NOT quote salaries.**
- (10) If the administrator or supervisor is interested in hiring a particular applicant, that applicant is responsible for setting up a salary interview meeting with the Assistant Superintendent of Operations & Personnel. This meeting serves as a final screening and a salary is quoted by the Assistant Superintendent of Operations & Personnel.
- (11) The administrator or supervisor makes a recommendation by completing a "Recommendation to Hire" form and forwarding it to the Personnel Office.
- (12) The Personnel Office prepares a Recommendation to the Superintendent.
- (13) The Superintendent approves the recommendation.
- (14) For contract employees: A Letter of Intent is issued by the Personnel Office. After being signed and returned, it is placed in the permanent personnel file.
- (15) If Board approval is required, some steps may change slightly to coincide with the Superintendent's presentation for Board approval. Once approved, the Personnel Office sends out a Letter of Employment with the Contract.
- (16) The administrator or supervisor informs the applicant that his hiring process is complete, and notifies other applicants who were not hired.
- (17) The Personnel Office distributes hiring information to the Superintendent, Business Office, Payroll and Curriculum & Instruction.
- (18) The newly-hired employee schedules an appointment to meet with the Payroll Clerk to complete payroll and insurance paperwork.
- (19) The newly-hired employee should communicate with the Personnel Office to be sure all required documents are in his/her permanent personnel file.
- (20) Supervisor conducts orientation training. **Note:** This includes, but is not limited to (1) job specifics for the assigned position and job description is reviewed and signed; (b) FISD and departmental handbooks are reviewed; (c) safety and hazard communication is covered, and (d) evaluation procedure reviewed.

PAY GRADES

Pay grades represent the internal job classification as well as external job market pay levels. The greater the level of compensable factors present in a job, the higher the placement in the pay grade structure. Jobs within the same pay family with similar overall degrees of compensable factors will be in the same pay grade.

The use of pay grade levels facilitates payroll administration and maintains the integrity of the job-worth hierarchy. The job rate or grade midpoint is the chief control point in the system. A minimum and maximum pay rate for each grade is computed from the midpoint to maintain pay equity or fair pay for each job in the system of jobs.

Employees are assigned to a pay grade and paid a salary rate between the minimum and maximum (inclusive). No general pay action is intended to extend an employee's pay above the pay range or add pay to an employee's pay already paid above the assigned range maximum. Any exception requires the Superintendent's authorization followed by Board approval. Adjustments to the pay grade should be considered yearly and acted upon by the Superintendent followed with Board approval.

INITIAL EMPLOYMENT

Employment, assignment, and salary placement should be in accordance with the job requirements as specified in the job description. Where job requirements include transcripts, certificates, or licenses, these must be official and on file with the District. A Texas educator service record or chronology of prior work history (if previously employed full time) is necessary.

Salary placement will be at the direction of the Superintendent (Board Policy, DEA Local). The Office of Operations & Personnel shall recommend a hiring rate based upon job-related qualifications using the hiring guides. Advertisement for positions will identify the pay grade minimum up to the pay grade midpoint value as the possible starting salary range.

A specific placement plan to insure consistent treatment of employees is attached. Administrative/Professional Hiring Guide is included on page 8 of the guide and the Hiring Guide for Auxiliary Personnel is found on page 13. The written plan will be evaluated at the end of each year to determine overall effectiveness and fairness. Adjustment to the plan may be made based on careful monitoring of these individual pay actions.

Initial placement for teachers is prescribed by law based upon official service record. Fredericksburg ISD Teacher Pay Scale is found on page 10.

SALARY QUOTING PROCEDURE

Auxiliary Personnel

1. Supervisor interviews and informs applicant of intention to recommend for employment.
2. The Asst. Superintendent of Operations & Personnel interviews and completes an "Initial Pay Scale Placement Worksheet" for the employee's file.
3. The Asst. Superintendent of Operations & Personnel will communicate to the potential employee that the validity of the work experience will be verified based upon the worksheet. A preliminary pay amount will be quoted using the scales in the administrative guide.

Administrative/Professional Personnel

Refer to page 9.

Teacher Pay Scale

Refer to page 10.

Stipends

Refer to pages 11-12.

ADMINISTRATIVE/PROFESSIONAL HIRING GUIDELINES

The Superintendent or designee shall approve rates for new employees using the following guidelines:

- ▶ New employees with no prior job experience will be normally placed at the minimum of the assigned pay range.
- ▶ New employees with comparable prior job experience or special qualifications may be placed above the minimum pay rate up through the midpoint of the assigned pay range. The following guide shall be used:

Comparable Prior Job Experience	Comparable Years Experience	Placement above Pay Range Minimum
Little	0 - 1	0 - 7
Some	2 - 4	7 - 14
Significant	5 +	14 - 22

- ▶ New employees may be placed above the midpoint pay rate for documented programmatic reasons. In no case will a new hire be placed above the maximum of the assigned pay grade.
- ▶ New employees shall not normally be placed above the pay of other district employees with more experience in the same job.

JOB CLASSIFICATIONS – ADMINISTRATIVE/PROFESSIONAL

Pay Grade 2

Principal, GCLC -187 days
Principal, Stonewall- 205 days

Pay Grade 3

Assistant Principal, Elementary-220 days
Coordinator, District Alternative Education Programs/GED-210 days
Director of Bands/Music/Fine Arts Chair-225 days

Pay Grade 4

Assistant Principal, High School-220 days
Assistant Principal, Middle School-220 days
Director of Athletics/Health/PE/Head Football Coach-225 days
Principal, Primary School-220 days

Pay Grade 5

Director, Special Education Co-Op-220 days
Principal, Elementary-220 days
Principal, Middle School-220 days
Director, Special Programs/Grants Administration-220 days

Pay Grade 6

Assistant Superintendent, Operations & Personnel-225 days
Assistant Superintendent, Business & Finance-225 days
Assistant Superintendent, Curriculum & Instruction-225 days
Principal, High School-225 days

**Steps are not equivalent to years of service.
The following is a Guide for Daily Rates.**

Future salaries cannot be predicted based upon the salary schedule.

PAY GRADE	Minimum	Midpoint	Maximum
2	229.38	263.90	298.41
3	265.93	308.56	351.19
4	287.24	329.87	372.50
5	303.48	349.16	393.82
6	351.19	404.98	457.76

Fredericksburg Independent School District
Employee Wage and Salary Administration Guide 2009-2010

TEACHER PAY SCALE

Years	2009-10	2009-10
0	34,320	183.53
1	34,960	186.95
2	35,290	188.72
3	35,630	190.53
4	36,620	195.83
5	37,610	201.12
6	38,600	206.42
7	39,500	211.23
8	40,340	215.72
9	41,120	219.89
10	42,090	225.08
11	43,010	230.00
12	43,890	234.71
13	44,700	239.04
14	45,480	243.21
15	46,210	247.11
16	46,910	250.86
17	47,560	254.33
18	48,180	257.65
19	48,770	260.80
20	49,320	263.74

Years	2009-10	2009-10
21	49,470	264.55
22	49,620	265.35
23	49,770	266.15
24	49,920	266.95
25	50,070	267.75
26	50,220	268.56
27	50,370	269.36
28	50,520	270.16
29	50,670	270.96
30	50,820	271.76
31	50,920	272.30
32	51,020	272.83
33	51,120	273.37
34	51,220	273.90
35	51,320	274.44
36	51,420	274.97
37	51,520	275.51
38	51,620	276.04
39	51,720	276.58
40	51,820	277.11

Master Degree: \$750

Doctorate: \$1,000

Fredericksburg Independent School District
Employee Wage and Salary Administration Guide 2009-2010

Stipends

Code	Description	2009-10
B1	Band Assistants	7500
B2	BAP/Special Ed Self-Contained	1700
B3	Bilingual	2500
C1	Choir	3000
C6	Counselor - PS	1950
C2	Counselor - Elem	2500
C4	Counselor - MS	3000
C5	Counselor - HS	3400
C3	Curator	6000
D1	Adv Degree Master	750
D2	Adv Degree Doctorate	1000
E1	Energy Ed	9600
T2	Translator – Spanish Speaker	850
T3	Campus Tech Coordinator	1650
T5	CATE Stipend	1900
XC	Extra Class Period (1/8 of min. sal.)	
1	Baseball Head HS	5000
2	Basketball Head HS	5000
3	Cross Country Head HS	4100
4	Golf Head HS	3050
5	Soccer Head HS	5000
6	Softball Head HS	5000
7	Tennis Head HS	4350
8	Track Head HS	4750
9	Volleyball Head HS	5000
10	Baseball Asst HS	3300
11	Basketball Asst HS	3300
12	Football Asst HS	4300
13	Golf Asst HS	2750
14	Soccer Asst HS	3300
15	Softball Asst HS	3300
16	Tennis Asst HS	3050
17	Track Asst HS	3000
18	Volleyball Asst HS	3300
19	Trainer	9900
20	Golf MS	750
21	Offensive Coordinator HS	5250
22	Defensive Coordinator HS	5250
23	1st Asst Football HS	4300
24	UIL Athletic Coordinator-HS	1650
26	UIL Academic Coordinator-HS	2000
30	Cheerleading HS	3500
31	Cheerleading MS	1750

Fredericksburg Independent School District
Employee Wage and Salary Administration Guide 2009-2010

32	Debate HS	1000
33	Dept Head HS	1900
34	Dept Head MS	1650
35	UIL Coordinator Elementary	1000
36	Grade Level Chair, Elem/PS	1575
37	Natl Honor Society HS	750
38	Jr. Natl Honor Society MS	575
39	One Act Play HS	3250
40	Pep Squad-MS	900
41	Student Council HS	1200
42	Student Council MS	925
43	UIL Coordinator MS	1500
45	Band Marching Asst.	3750
46	Comet/Mesa (Newspaper/YB HS)	3250
47	Yearbook MS	1000
50	Basketball MS	2175
53	Cross Country MS	1900
54	Football MS	2950
55	Tennis MS	1900
56	Track MS	1900
57	Volleyball MS	2175
	Head MS Band Director	7700
59	Athletic Coordinator MS	2500
65	Strength & Conditioning/EMT	9700
66	HS Asst. Cheerleaders	2000
67	HS Dance Team – Red Hots	2700
68	MS Asst. Cheerleaders	875
69	HS Cross Country Asst	2750
70	HS Student Council Asst	600
71	MS Student Council Asst	475
95	Diagnostician	3000
96	Speech Therapist	3000
97	Psychologist, LSSP	5500
98	Special Ed Coordinator	5500

End-of-Year Stipends:

UIL HS Coaching Per Event	750
UIL MS Coaching Per Event	500
UIL Elementary	250
Hosting Student Teacher	150
Job Shadow for Substitute Teacher	50






**HIRING GUIDELINES FOR GRANTING EXPERIENCE
FOR INITIAL PLACEMENT IN PAY GRADES
FOR ALL AUXILIARY PERSONNEL**

The following table shall represent general guidelines to base granted experience for initial placement in FISD pay grades. These are general in nature and specific cases may require deviation that will need superintendent approval:

1 for 1 Ratio	Related experience in a school setting
2 for 3 Ratio	In-District unrelated experience
1 for 2 Ratio	Related experience in a non-school setting
1 for 4 Ratio	Unrelated experience in a school setting
0	Non-school unrelated experience

Note: Years of experience are rounded to the nearest year.
Experience beyond 16 years is counted as 16 years.

The number of years derived using the ratios or combination of ratios above will equal the total years granted.

-  Employees changing pay grades shall be considered as new to the District for pay placement.
-  New employees with no prior job experience will be normally placed at the minimum of the assigned pay range.
-  New employees with comparable prior job experience or special qualifications may be placed above the minimum pay rate up through the midpoint of the assigned pay range.
-  New employees may be placed above the midpoint pay rate for documented, programmatic reasons. In no case will a new hire be placed above the maximum of the assigned pay grade.
-  New employees shall not normally be placed above the pay of other district employees with more experience in the same job.

**2009-2010 CLERICAL/TECHNICAL
Non-Exempt Employees**

YEARS GRANTED EXPERIENCE	PAY GRADE 1	PAY GRADE 2	PAY GRADE 3	PAY GRADE 4	PAY GRADE 5	PAY GRADE 6	PAY GRADE 7
0-3	\$11.62	\$11.97	\$13.25	\$14.67	\$16.26	\$17.51	\$20.08
4-7	\$12.05	\$12.52	\$13.83	\$15.32	\$16.99	\$18.30	\$20.56
8-11	\$12.50	\$13.04	\$14.41	\$15.97	\$17.73	\$19.09	\$21.36
12-15	\$12.94	\$13.56	\$15.00	\$16.63	\$18.45	\$19.87	\$21.45
16+	\$13.38	\$14.08	\$15.70	\$17.29	\$19.20	\$20.68	\$21.68
MIDPOINT	\$12.51	\$13.05	\$14.42	\$15.98	\$17.74	\$19.11	\$21.37

Pay Grade 1

Clerk, HS Workroom, 8 hrs/187
Inst. Asst., Reg Ed, 7 or 8 hrs/187
Receptionist, C&I Asst., CO, 8 hrs/225
Receptionist, HS, 187 days, 8 hrs/187

Pay Grade 2

Clerk, Elementary, 7 hrs/187
Clerk, MS, 8 hrs/187
Inst. Asst., DAEP, 7 hrs/187
Inst. Asst., Bil/ESL; 7 hrs/187
Inst. Asst., CEI Lab, 7 hrs/187
Inst. Asst., Computer Lab, 7 hrs/187
Inst. Asst., Science Lab, 8 hrs/187
Inst. Asst., ISS Elem, 7 hrs/187
Inst. Asst., ISS, MS, 8 hrs/187
Inst. Asst., Library, ES/MS/HS 7 hrs/187
OTTER Reading Coord., 3.5 hrs/187

Pay Grade 3

Clerk, Bilingual, Elem, 8 hrs/200
Clerk, Attendance, HS, 7 hrs/187
Inst. Asst., Braille, 7 hrs/187
Inst. Asst., Bil. Fam Liaison, 7 hrs/187
Inst. Asst., Library, PS, 7 hrs/187
Inst. Asst., Severe/PPCD, 7 hrs/187
Inst. Asst., SE FOCUS MS, 7/8 hrs/187

Pay Grade 4

Inst. Asst., SE FOCUS HS 8 hrs/187
Secretary, PEIMS, SW, 8 hrs/195
Secretary, PEIMS, PS, 7 hrs/197
Secretary, Atten/PEIMS, MS 8 hrs/205
Secretary, Elem, 8 hrs/215
Secretary, MS, 8 hrs/220
Secretary, PS, 8 hrs/210
Secretary, PEIMS Elem, 7 hrs/217
Secretary, Sp.Ed., 7 hrs/205
Secretary, HS, 8 hrs/220
Sub Coordinator/PUA, CO, 8 hrs/225
Receptionist/Atten Clerk HS, 7 hrs/187
Registrar, HS, 7 hrs/220
Registrar/Couns Sec., MS, 7 hrs/200

Pay Grade 5

Behavior Management, ES, 7 hrs/187
LVN, (PS/ES/MS), 8 hrs/195
Secretary, PEIMS, HS, 7 hrs/217
Secretary, Sp Ed., CO, 7 hrs/220

Pay Grade 6

Financial Asst., CO, 8 hrs/225
LVN, HS, 8 hrs/195
Payroll Clerk, CO, 8 hrs/225
PEIMS/Testing/Textbook Coord, CO, 8/225
Purchasing Agent, CO, 8 hrs/225
Secretary, Superintendent, CO, 8 hrs/225
Secretary, Asst. Supt. B&F, CO, 8 hrs/225
Secretary, Asst. Supt. C&I, CO, 8 hrs/225
Secretary, Asst. Supt. O&P, CO, 8 hrs/225

Pay Grade 7

Interpreter, Sign Language, 7 hrs/187

2009-2010 MANUAL TRADES Non-Exempt Employees

Pay Grade 1

Bus Monitor \$11.32/hr.
Custodian
(Field House and
Nighttime floor custodians get +.25)
Extra Office/Bus Cleaner \$7.09/hr
Food Service Worker
(All Subs \$8.85 per hr)
Maintenance Summer Students \$7.69/hr

Pay Grade 2

Supply Distribution Courier
Transportation Worker

Pay Grade 3

Manager, Food Service, PS/SW

Pay Grade 4

Bus Service Technician
Manager, Food Service, MS/HS
Maintenance, General

Pay Grade 5

Bus Driver (all \$16.37/hr.)
Mechanic Helper

Pay Grade 6

Electrician
HVAC Technician
Master Mechanic
Plumber

Pay Grade 7

Computer Technician

Pay Grade 8

Director, Custodial Services
Director, Food Service
Director, Maintenance
Director, Transportation
Director, Technology
Director, Community Education

YEARS GRANTED EXPERIENCE	PAY GRADE 1	PAY GRADE 2	PAY GRADE 3	PAY GRADE 4	PAY GRADE 5	PAY GRADE 6	PAY GRADE 7	PAY GRADE 8
0-3	\$9.80	\$10.27	\$11.29	\$12.46	\$13.73	\$15.19	\$16.81	\$19.88
4-7	\$10.21	\$10.72	\$11.78	\$13.02	\$14.37	\$15.88	\$17.60	\$20.36
8-11	\$10.61	\$11.17	\$12.29	\$13.59	\$14.95	\$16.58	\$18.35	\$21.15
12-15	\$11.04	\$11.60	\$12.77	\$14.11	\$16.03	\$17.27	\$19.14	\$21.25
16+	\$11.86	\$12.05	\$13.28	\$14.68	\$16.22	\$17.95	\$19.90	\$21.47
MIDPOINT	\$10.63	\$11.18	\$12.30	\$13.60	\$14.96	\$16.59	\$18.36	\$21.17

REASSIGNMENT

Placement in a lower pay grade not resulting from a demotion may not immediately reduce salary/wage. Programmatic, organizational, or funding changes are examples of such actions, which may occasion this condition. These general guidelines apply:

Administrator/Professionals

According to contractual terms.

Classroom Teachers

According to contractual terms.

Auxiliary Staff

An employee's rate will be within the pay range of the reassigned pay grade. Once this is done, the wage increases may be granted in accordance with normal practice.

SALARY INCREMENTS

Job performance is a factor in determining individual pay advancement. Employee's performance, which is not maintained at or above a satisfactory level, will not receive a salary/wage increment in accordance with Board Policy.

General pay increase recommendations presented to the Board of Trustees by the Superintendent shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets, and budget resources.

Regular or general salary increments within a pay grade are controlled by the Midpoint rate. This is in keeping with the opinion that work that is similar should be paid or increased about the same amount. Therefore, employees assigned the same pay grade and positioned comparably in the pay range will receive similar amounts of increase as long as the new rate does not exceed the grade maximum.

For general salary increments, calculated increases are added to each employee's rate up to the maximum of the pay grade. The following illustrates the procedure:

EXAMPLE PAY STRUCTURE

Pay Grade	Minimum	Midpoint	Maximum
1	80	100	120
2	88	110	132

Assume the trustees grant a 5 percent salary increase. Persons 1A and 1B are in Pay Grade 1. Persons 2A and 2B are in Pay Grade 2.

Employee	Current Pay Rate	5% Salary Increases	New Pay	Individual % Increase
1A	85.00	5.00	90.00	5.9
1B	100.00	5.00	105.00	5.0
2A	90.00	5.50	95.50	6.1
2B	128.00	5.50	132.00	3.1

Individual percent increases determined from same dollar amount increases per grade will vary according to an employee's position in the pay range. When an employee reaches the maximum rate of pay within a pay grade, the employee shall receive only adjustments for inflation that are applied to the entire pay structure. Employee salaries shall not be increased beyond the maximum rate established for the pay grade.

SALARY RANGES

Annual salary ranges should be reviewed and recomputed to include updated economic information. Sources for making this determination include consumer price increases, chamber of commerce, business changes, university reports, government statistics, and reputable economic periodicals. Adjustments to the salary structure are independent of individual pay actions. The Superintendent will recommend any adjustment.

Once the adjusting percent, this value should be applied to all job grade control points. The structure should be adjusted prior to computing new salary or wage increases.

Example: Adjusting by 3%

Grade	Current Schedule			Adjusted Schedule		
	Min	Mid	Max	Min	Mid	Max
1	80.00	100.00	120.00	82.60	103.00	123.60
2	86.00	108.00	129.00	88.58	111.24	132.87
3	93.00	116.00	139.50	95.79	119.98	143.68

The system will remain viable with periodic adjustment. Random changes will modify the integrity of the job and pay structure.

The width or range spread is the percentage difference between the low and high rates in the range. Wider ranges may be used for classroom teacher grades to permit greater pay differences due to experience. Ranges of 50 percent or less will be used in all other ranges to better control pay equity.

On a cycle of three to five years, a survey of benchmark positions should be conducted in order to validate or cause adjustment of the salary structure grade progressions and ranges.

Board Policies for Compensation & Benefits –

Please see FISD Website www.fisd.org

FISD Tab:

Board Policies, DEA Legal,
Compensation and Benefits, Salaries and Wages.