

**EMPLOYEE WAGE AND SALARY  
ADMINISTRATION GUIDE  
2010-2011**



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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 2010-2011 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](http://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 aced 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:

<b>Comparable Prior Job Experience</b>	<b>Comparable Years Experience</b>	<b>Placement above Pay Range Minimum</b>
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 1**

Coordinator, NJROTC - 210 days

### **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

Director of Special Programs/Grants Administration – 220 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, Hill Country Special Education Co-Op - 225 days

Principal, Elementary - 220 days

Principal, Middle School - 220 days

### **Pay Grade 6**

Principal, High School - 225 days

### **Pay Grade 7**

Assistant Superintendent, Operations & Personnel - 225 days

Assistant Superintendent, Business & Finance - 225 days

Assistant Superintendent, Curriculum & Instruction - 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.**

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<b>PAY GRADE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>1</b>	203.40	238.43	273.45
<b>2</b>	232.83	267.86	302.87
<b>3</b>	269.92	313.19	356.46
<b>4</b>	291.55	334.82	378.09
<b>5</b>	308.03	353.88	399.73
<b>6</b>	356.46	410.54	464.63
<b>7</b>	372.09	427.67	483.26

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## TEACHER PAY SCALE

Exp	Annual	Daily
0	36,020	192.62
1	36,360	194.44
2	36,690	196.20
3	37,030	198.02
4	38,020	203.32
5	39,010	208.61
6	40,000	213.90
7	40,900	218.72
8	41,740	223.21
9	42,520	227.38
10	43,490	232.57
11	44,410	237.49
12	45,290	242.19
13	46,100	246.52
14	46,880	250.70
15	47,610	254.60
16	48,310	258.34
17	48,960	261.82
18	49,580	265.13
19	50,170	268.29
20	50,720	271.23

Exp	Annual	Daily
21	50,870	272.03
22	51,020	272.83
23	51,170	273.64
24	51,320	274.44
25	51,470	275.24
26	51,620	276.04
27	51,770	276.84
28	51,920	277.65
29	52,070	278.45
30	52,220	279.25
31	52,320	279.79
32	52,420	280.32
33	52,520	280.86
34	52,620	281.39
35	52,720	281.93
36	52,820	282.46
37	52,920	282.99
38	53,020	283.53
39	53,120	284.06
40	53,220	284.60

**Master Degree:     \$775**  
**Doctorate:         \$1,025**

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## Stipends

Alternative Strategies Coordinator	<b>5555</b>
Athletics Coordinator-MS	<b>3100</b>
Athletics Trainer	<b>9900</b>
Athletics-Strength & Cond./EMT	<b>9700</b>
Band Assistant Director-HS & MS	<b>7575</b>
Band Head Director-MS	<b>7850</b>
Baseball Assistant-HS	<b>3475</b>
Baseball Head-HS	<b>5260</b>
Basketball Assistant-HS	<b>3475</b>
Basketball Head-HS	<b>5260</b>
Basketball-MS	<b>2197</b>
Bilingual Teacher	<b>2550</b>
CATE Coordinator-HS	<b>1900</b>
Cheerleaders-HS Assist. /9th & JV	<b>1500</b>
Cheerleaders-MS Assistant	<b>925</b>
Cheerleading-HS Head	<b>3000</b>
Cheerleading-MS Head	<b>1825</b>
Choir Director-HS & SWE	<b>3500</b>
Choir Director-MS	<b>3000</b>
Counselor-ELEM	<b>2650</b>
Counselor-HS	<b>3500</b>
Counselor-MS	<b>3100</b>
Counselor-PRIM/SWE	<b>2100</b>
Cross Country Assistant-HS	<b>2778</b>
Cross Country Head-HS	<b>4141</b>
Cross Country-MS	<b>1919</b>
Curator of Auditorium	<b>6060</b>
Dance Team-Red Hotts-HS	<b>3100</b>
FOCUS Coordinator	<b>555</b>
Department Head-HS	<b>1900</b>
Department Head-MS	<b>1650</b>
Diagnostician	<b>3030</b>
Doctorate-Advanced Degree	<b>1025</b>
Energy Education/Save Coord.	<b>9696</b>
Family/Community Liason Coord.	<b>5555</b>

National Honor Society-HS	<b>757</b>
One Act Play-HS	<b>3282</b>
Pep Squad-MS	<b>909</b>
Psychologist/LSSP	<b>5555</b>
Soccer Assistant-HS	<b>3475</b>
Soccer Head-HS	<b>5260</b>
Softball Assistant-HS	<b>3475</b>
Softball Head-HS	<b>5260</b>
Special Ed. Coordinator	<b>5555</b>
Special Ed. Self-Cont./BAP/FOCUS	<b>1700</b>
Speech Therapist/Path.	<b>3030</b>
Student Council-ES	<b>480</b>
Student Council-HS	<b>1212</b>
Student Council-MS	<b>935</b>
Student Council-HS Assistant	<b>606</b>
Student Council-MS Assistant	<b>480</b>
Technology/Website Campus	<b>1650</b>
Tennis Assistant (per season)-HS	<b>3081</b>
Tennis Head (per season)-HS	<b>4392</b>
Tennis-MS	<b>1919</b>
Track Assistant-HS	<b>3150</b>
Track Head-HS	<b>5260</b>
Track-MS	<b>1919</b>
Translator-Spanish Speaker	<b>860</b>
UIL Academic Coordinator-MS	<b>1515</b>
UIL Academic Coordinator-ELEM	<b>1010</b>
UIL Academic Coordinator-HS	<b>2020</b>
*UIL Academic Coach-EL, 1 event	<b>265</b>
2 events	<b>503</b>
3 events	<b>710</b>
4 events	<b>864</b>
5 or more events	<b>965</b>
*UIL Academic Coach-MS, 1 event	<b>530</b>
2 events	<b>1007</b>
3 events	<b>1420</b>

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Football Assistant-HS	<b>4500</b>
Football 1st Assistant-HS	<b>4550</b>
Football Defensive Coordinator-HS	<b>5250</b>
Football-MS	<b>2980</b>
Football Offensive Coordinator-HS	<b>5250</b>
Golf Assistant (per season)-HS	<b>2777</b>
Golf Head (per season)-HS	<b>3081</b>
Golf-MS	<b>750</b>
Grade Level Chair-ELEM/PRIM	<b>1575</b>
Hosting Student Teacher	<b>150</b>
Job Shadow for Sub. Training	<b>50</b>
Master-Advanced Degree	<b>775</b>

4 events	<b>1727</b>
5 or more events	<b>1928</b>
*UIL Academic Coach-HS, 1 event	<b>790</b>
2 events	<b>1501</b>
3 events	<b>2117</b>
4 events	<b>2575</b>
5 or more events	<b>2875</b>
Volleyball Assistant-HS	<b>3475</b>
Volleyball Head-HS	<b>5260</b>
Volleyball-MS	<b>2197</b>
Yearbook-MS	<b>1010</b>
Yearbook/Newspaper-HS	<b>3282</b>






**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.

**2010-2011 CLERICAL/TECHNICAL  
Non-Exempt Employees**

<b>YEARS GRANTED EXPERIENCE</b>	<b>PAY GRADE 1</b>	<b>PAY GRADE 2</b>	<b>PAY GRADE 3</b>	<b>PAY GRADE 4</b>	<b>PAY GRADE 5</b>	<b>PAY GRADE 6</b>	<b>Special Ed Interpreter</b>
0-3	\$11.92	\$12.27	\$13.55	\$14.97	\$16.56	\$17.81	\$20.38
4-7	\$12.35	\$12.52	\$14.13	\$15.62	\$17.29	\$18.60	\$20.86
8-11	\$12.80	\$13.34	\$14.71	\$16.27	\$18.03	\$19.39	\$21.66
12-15	\$12.24	\$13.86	\$15.30	\$16.93	\$18.75	\$20.17	\$21.75
16+	\$13.68	\$14.38	\$16.00	\$17.59	\$19.50	\$20.98	\$21.98
<b>MIDPOINT</b>	<b>\$12.81</b>	<b>\$13.35</b>	<b>\$14.72</b>	<b>\$16.28</b>	<b>\$18.04</b>	<b>\$19.41</b>	<b>\$21.67</b>

**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, 7.5 hrs/187  
Secretary, Counselor HS, 7 hrs/200  
Secretary, Maintenance Dept., 8 hrs/238  
Secretary, Athletics, 8 hrs/225  
Secretary, School Nutrition, 7 hrs/200

**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. SEMS, 7 hrs/205  
Secretary, HS, 8 hrs/220  
Sub Coordinator/PUA, CO, 8 hrs/215  
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/187  
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/187  
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

**2010-2011 MANUAL TRADES  
Non-Exempt Employees**

**Pay Grade 1**

Bus Monitor \$11.35/hr.  
Custodian  
Trans. Ofc/Bus Cleaner/Trainer \$7.25/hr  
Bus Driver Trainer \$7.25/hr  
Food Service Worker (All Subs \$8.88 per hr)  
Maintenance Summer Students \$7.73/hr  
Summer Clerk, Central Office \$9.03/hr

**Pay Grade 5**

Mechanic Helper

**Pay Grade 6**

Electrician  
HVAC Technician  
Master Mechanic  
Plumber

**Pay Grade 2**

Supply Distribution Courier

**Pay Grade 7**

Computer Technician

**Pay Grade 3**

Manager, Food Service, PS/SW  
Maintenance, General  
Bus Drivers \$16.86

**Pay Grade 8**

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

**Pay Grade 4**

Bus Service Technician  
Manager, Food Service, MS/HS

<b>YEARS GRANTED EXPERIENCE</b>	<b>PAY GRADE 1</b>	<b>PAY GRADE 2</b>	<b>PAY GRADE 3</b>	<b>PAY GRADE 4</b>	<b>PAY GRADE 5</b>	<b>PAY GRADE 6</b>	<b>PAY GRADE 7</b>	<b>PAY GRADE 8</b>
0-3	\$10.10	\$10.57	\$11.59	\$12.76	\$14.03	\$15.49	\$17.11	\$20.18
4-7	\$10.51	\$11.02	\$12.08	\$13.32	\$14.67	\$16.18	\$17.90	\$20.66
8-11	\$10.91	\$11.47	\$12.59	\$13.89	\$15.25	\$16.88	\$18.65	\$21.45
12-15	\$11.34	\$11.90	\$13.07	\$14.41	\$16.33	\$17.57	\$19.54	\$21.55
16+	\$12.86	\$12.35	\$13.58	\$14.98	\$16.52	\$18.25	\$20.20	\$21.77
<b>MIDPOINT</b>	<b>\$10.93</b>	<b>\$11.48</b>	<b>\$12.60</b>	<b>\$13.90</b>	<b>\$15.26</b>	<b>\$16.89</b>	<b>\$18.66</b>	<b>\$21.47</b>

## 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](http://www.fisd.org)

FISD Tab:

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