

Administrative Procedures Guide
Employee Compensation Plan

Miles ISD

2016-2017

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Administrative Procedures Guide

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PAY SYSTEM PROCEDURES

A. DISTRICT PAY PLAN

Miles ISD maintains position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories:

- *Professional salary schedules for teachers, nurses (RN), librarians*
- *Administrative/professional pay structures*
- *Clerical/paraprofessional pay structure*
- *Auxiliary pay structure*

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Professional salary schedules will correlate pay to total creditable years of experience in education. Jobs are assigned to pay grades on the basis of the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices.

No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan or exceptions are approved by the Board. Pay ranges are reviewed annually and should be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the Board each year.

B. JOB CLASSIFICATION

(1) Purpose and Authority

Job classification is based on an assessment of skill requirements, assigned duties, and market value. Jobs are classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The Superintendent or designee will collect job information, evaluate jobs for pay classification and recommend pay grade assignments. The Superintendent has final authority concerning job classification.

(2) Reclassification of Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained change in job duties and responsibilities, a need to improve internal pay equity with other jobs, or a significant change in the external job market.

(3) Pay Rate Adjustments for Job Reclassification

A change in job classification will result in a higher or lower pay range and a greater or lesser potential for pay advancement. Pay rate adjustments for job reclassification may be made in accordance with the guidelines below. Any adjustments for contract employees will comply with district policy DEA(L). Job classification changes made as part of a comprehensive review of the District's pay plan may not result in a pay rate adjustment.

- (a) If the job is reclassified upward due to a significant and sustained increase in assigned job duties, the reclassification will be treated as a promotion and the procedure for promotion increases will apply.
- (b) If the job is reclassified only to address internal equity issues and there is no change in assigned duties, there will be no immediate pay increase. Future increases will be larger as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- (c) If the job is reclassified downward due to a change in duties assigned, the employee's pay may be reduced at the discretion of the Superintendent.

C. EXEMPTION STATUS

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The Superintendent will determine the classification of each position based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must fall under one of the exemptions, as defined by federal regulations, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as nonexempt. Exempt employees do not receive overtime compensation.

D. GENERAL PAY INCREASES

(1) Eligibility for General Pay Increase

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the district. To receive a general pay increase, an employee must be in an active status or on an approved leave of absence at the time of issuance of the first payroll reflecting the pay increase.

(2) Pay Increase Budget

The Superintendent will recommend a budget amount for general pay increases as part of the annual budget process. Budget recommendations for general pay increases are based on available revenue, competitive job markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the Board.

(3) General Pay Increase Calculation

General pay increases will be calculated for each employee by applying a percent increase approved by the Board to the midpoint of each employee's pay range. All employees in the same pay range, who are not at maximum pay, will receive the same pay increase. Employees who are paid on professional salary schedules will receive the general pay increase built into the new salary schedules each year.

Example: Range Midpoint x Percent increase = Pay Increase

Clerical/Paraprofessional

Midpoint (\$15.00) x Percent Increase(4%) = Pay increase (\$0.60)

Pay Increase (\$0.60) x Hours (8) x Duty Days (187) = Annual Increase (\$897.60)

E. PLACEMENT OF EXTERNAL NEW HIRE

(1) Professional Hiring Schedules

Teachers, librarians, and nurses (RNs) who are paid on an experience-based salary schedule will be placed on the schedule based on total years of creditable experience as defined by state regulations and shown on the employee's service record.

(2) Administrative/Professional Pay Structure

Placement of new hires in the administrative/professional pay structure will be determined individually based on each person's job-related experience and pay rates of other employees in the same job title with similar experience.

The guidelines for placement in the administrative/professional pay structure are as follows:

(a) New hires may be placed up to the pay range midpoint based on relevant job

experience. Exceptions may be made by the Superintendent in special circumstances or for hard-to-fill positions.

- (b) Placement of a new hire may not exceed pay rates of other employees in the same job title with similar experience.
- (c) Recommended placement for new hires will be determined by the Superintendent as follows:
 - 1. ½ percent above minimum for each year of creditable teaching experience up to the hiring limit (a)
 - 2. 2 percent above minimum for each year of administrative or job-specific experience up to the hiring limit (a)
- (d) New hire placement recommendations may be adjusted from these experience formulas as deemed necessary by the Superintendent or designee for hard-to-fill positions.
- (e) No employee may be placed below the minimum of the range.

(3) Clerical/Paraprofessional Pay Structure

Placement of new hires in the clerical/paraprofessional pay structure will be determined by the minimum requirements of the job and pay rates of other employees in the same job title with similar experience.

The guidelines for placement on the clerical/paraprofessional pay structure are as follows:

- (a) New hires will be placed at the range minimum when the position qualifications require no previous job experience.
- (b) New hires in jobs that require previous job-specific experience may be placed up to midpoint. The Superintendent or designee will determine each new hire's level of job-specific experience.
- (c) Placement of a new hires may not exceed pay rates of other employees in the same job title with similar experience.
- (d) New hires will be placed in the pay range at:
 - 1. 1 percent above minimum for each year of verified job experience up to the hiring limit (b).
- (e) New hire placement may be adjusted as deemed necessary by the Superintendent or designee for hard-to-fill positions.

- (f) No employee may be placed below the minimum of the range.
- (g) New hire may not be placed above the midpoint unless approved by the Superintendent.

(4) Auxiliary Pay Structure

Placement of new hires in the auxiliary pay structure will be determined by the minimum requirements of the job and pay rates of other employees in the same job title with similar experience.

The guidelines for placement on the auxiliary pay structure are as follows:

- (a) New hires will be placed at the range minimum when the position qualifications require no previous job experience.
- (b) New hires in jobs that require previous job-specific experience may be placed up to midpoint. The Superintendent or designee will determine each new hire's level of job-specific experience.
- (c) Placement of a new hires may not exceed pay rates of other employees in the same job title with similar experience.
- (d) New hires will be placed in the pay range at:
 - 1. 1 percent above minimum for each year of verified job experience up to the hiring limit (b).
- (e) New hire placement may be adjusted as deemed necessary by the Superintendent for hard-to-fill positions.
- (f) No employee may be placed below the minimum of the range.
- (g) New hires may not be placed above the midpoint unless approved by the Superintendent.

F. PROMOTION INCREASES

(1) Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay grade. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the promotion increase is inclusive of any general increase granted by the School Board.

(2) Promotion Increase for Administrative/Professional Pay Structure

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on monthly rates of pay for the assigned months and will be determined by these guidelines:

- (a) A pay increase for a promotion of one pay grade level will be 8 percent of the new range midpoint.
- (b) A pay increase for a promotion of two pay grade levels will be 10 percent of the new range midpoint.
- (c) A pay increase for a promotion of three or more pay grade levels will be 12 percent of the new range midpoint.
- (d) No employee will be paid less than minimum or more than the maximum of the new pay range.
- (e) Promotion increases may be reduced if another employee with more experience in the same job title is paid less.
- (f) A teacher or other professional employee who moves from a different salary schedule to the administrative /professional pay structure will be given credit for experience according to the procedure for Placement of New Hires up to a limit of 8 percent of the new range midpoint.

(3) Promotion Increase for the Clerical/Paraprofessional and Auxiliary Pay Structures

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Promotion increases will be based on hourly rates of pay and will be determined by these guidelines.

- (a) If the employee's current base pay rate is less than the midpoint for the new job, the increase shall be 8 percent of the new midpoint.
- (b) If the employee's current base pay rate is greater than the midpoint for the new position, the increase shall be 6 percent of the new midpoint.
- (c) No employee will be paid less than the minimum or more than the maximum of the new pay range.

- (d) Promotion increases may be reduced if an employee with more experience in the same job title is paid less.

G. MOVEMENT TO A LOWER PAY GRADE

(1) Pay Adjustments

A change in pay as a result of movement to a lower pay grade will be made at the discretion of the Superintendent based on reasons for the change. When a pay reduction is made, the employee's base pay rate will generally be set at the same relative position within the lower pay range which is measured as a ratio of the employee's salary to the range midpoint. For example, if the employee's base pay was 110 percent of the midpoint in the higher pay range, that person's pay would be reduced to an equivalent 110 percent of the midpoint in the lower pay range. The Superintendent or designee may adjust this formula when special circumstances warrant.

The pay adjustment will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment. In the case of teachers or other professionals on an experienced-based step placement schedule, placement will be made on the applicable pay schedule according to years of experience.

H. ADJUSTING PAY-RANGE STRUCTURES

(1) Annual Review of Pay Ranges

The Superintendent will review pay-range structures annually and recommend adjustments as needed to maintain competitive pay range alignment with external job markets.

Miles ISD

Administrative/Professional Pay Structure 2015-2016

Pay Grade 1

Monthly	Minimum	Midpoint	Maximum
12	\$4476	\$5595	\$6714
	53,712	67,140	80,568
Elementary/Jr. High Principal			

Pay Grade 2

Monthly	Minimum	Midpoint	Maximum
12	\$4745	\$5931	\$7117
	56,935	71,168	85,402
High School Principal			

Pay Grade 3

Monthly	Minimum	Midpoint	Maximum
12	\$3385	\$4306	\$5225
	40,626	51,673	62,701
Technology Director			

Miles ISD

Clerical/Paraprofessional Pay Structure 2015-2016

Pay Grade 1

Hourly	Minimum	Midpoint	Maximum
	\$9.26	\$11.57	\$13.88
187	13,853	17,309	20,764
Classroom Aide 8 hours			

Pay Grade 2

Hourly	Minimum	Midpoint	Maximum
	\$11.85	\$14.81	\$17.77
207	19,624	24,525	29,427
Elementary Secretary/PEIMS 8 hours			

Pay Grade 3

Hourly	Minimum	Midpoint	Maximum
	\$13.02	\$16.29	\$19.55
207	21,561	26,976	32,375
High School Secretary/PEIMS 8 hours			

Pay Grade 4

Hourly	Minimum	Midpoint	Maximum
	\$16.64	\$20.80	\$24.96
226	30,085	37,606	45,128
Superintendent's Secretary/HR/Payroll 8 hours			

Pay Grade 5

Hourly	Minimum	Midpoint	Maximum
	\$23.70	\$30.17	\$36.63
226	42,850	54,547	66,227
Business /AP Secretary 8 hours			

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Auxiliary Pay Structure 2015-2016

Pay Grade 1

Hourly	Minimum	Midpoint	Maximum
	\$8.50	\$10.24	\$11.99
180	11,475	13,824	16,187
247	16,796	20,234	23,692
Cafeteria Worker 7.5 hours Custodian 8 hours			

Pay Grade 2

Hourly	Minimum	Midpoint	Maximum
	\$9.66	\$12.07	\$14.47
247	19,088	23,850	28,593
Maintenance Worker 8 hours			

Pay Grade 3

Hourly	Minimum	Midpoint	Maximum
	\$10.52	\$13.16	\$15.79
Bus Driver			

Pay Grade 4

Hourly	Minimum	Midpoint	Maximum
	\$13.14	\$15.08	\$17.01
187	19,657	22,560	25,447
Lead Cafeteria 8 hours			

Pay Grade 5

Hourly	Minimum	Midpoint	Maximum
	\$15.94	\$20.93	\$25.91
247	31,497	41,358	51,198
Lead Transportation & Maintenance 8 hours			