Katy ISD Vision

Be the legacy.

Katy ISD Mission Statement

Katy Independent School District, the leader in educational excellence, together with family and community, provide unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life... to create the future.
The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal, semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

Midyear Pay Increases

A contract employee’s pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee’s job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements.]

Noncontract Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee’s job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay during Closing

All eligible employees shall earn seven leave days of emergency closure leave per fiscal year. [See DEC(REGULATION)] Emergency closure leave shall accrue beyond the fiscal year in which it is earned. Emergency closure leave shall only be used if:

1. The Superintendent has closed the District or individual campuses as a result of a local, regional, or national disaster, epi-
Disaster Pay

Nonexempt, noncontractual employees who are required to work during an emergency closure of the District shall be paid disaster pay at their normal rate of pay for all hours worked up to 40 hours per week. Compensation for time worked over 40 hours in a week shall be calculated and paid at one and one-half times their normal rate of pay. Should a holiday occur during a disaster, nonexempt, noncontractual employees who are required to work will be compensated at a rate of one and one-half times their normal rate of pay. These amounts shall be in addition to the emergency closure leave pay described above. The Superintendent or designee shall approve payments and ensure accurate time records are kept of actual hours worked during the emergency closure.
Pay Ranges
and
Job Classifications
Pay Ranges

Pay procedures serve as governing rules and provide processes that guide individual pay actions and maintenance of the total pay system. A pay range structure includes a hierarchy of job levels with pay guidelines for minimum, midpoint, and maximum rates of pay. Pay guidelines are based on an assessment of the market values for the different employee job classifications. In an effort to ensure we have equity for each pay grade, pay range maximums must exist as a control point for salaries.

However, pay ranges are designed for adjustment to keep pace with the changing economy. Adjustments to the pay range structure will be reviewed annually. Based upon Board approved salary increases, pay range adjustments may be made to the minimum, midpoint, and maximum pay rates of each pay grade.
# 2023 - 2024 Teacher Hiring Schedule

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### $1,200 Advanced Degree Stipend (Master's or Doctorate)

Each year the Board of Trustees adopts a one-year Teacher Salary Hiring Schedule. The salaries listed above are based on 10-month employment for the 2023-24 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed.

Salaries are determined individually with consideration for job-related experience and credentials.
# KATY INDEPENDENT SCHOOL DISTRICT

## 2023-2024 Pay Ranges

### AUXILIARY-Hourly Rate

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### INSTRUCTIONAL SUPPORT-Hourly Rate

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### INSTRUCTIONAL-Daily Rate

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* The bus driver starting rate of pay is $19.35 per hour.

Mechanics and Sr. Mechanics can receive up to $.50 more an hour if ASE Certified ($.25 for 1st half, $.25 for 2nd half)
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<th>PAY GRADE</th>
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# KATY INDEPENDENT SCHOOL DISTRICT
## 2023-2024 JOB CLASSIFICATIONS

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<tr>
<td></td>
<td>DIR HEALTH SERVICES</td>
<td>238 DAY</td>
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<td>DIR INTERVENTIONS</td>
<td>238 DAY</td>
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<td></td>
<td>DIR PROFESSIONAL LEARNING</td>
<td>238 DAY</td>
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<tr>
<td></td>
<td>DIR SECONDARY CURRICULUM AND INSTRUCTION</td>
<td>238 DAY</td>
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<tr>
<td></td>
<td>DIR SPECIALIZED PROGRAMS</td>
<td>238 DAY</td>
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<td>DIR SPED INSTRUCTION SUPPORT SERVICES</td>
<td>238 DAY</td>
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<td>DIR STATE AND NATIONAL ASSESSMENT</td>
<td>238 DAY</td>
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<td>238 DAY</td>
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<tr>
<td>06</td>
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<td>238 DAY</td>
<td>$474.18</td>
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<td>PRINCIPAL JUNIOR HIGH</td>
<td>238 DAY</td>
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<td></td>
<td>PRINCIPAL MCTC</td>
<td>238 DAY</td>
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<tr>
<td></td>
<td>PRINCIPAL DAC</td>
<td>238 DAY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRINCIPAL RAINES ACADEMY</td>
<td>238 DAY</td>
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<tr>
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<td>E/DIR FEDERAL PROGRAMS AND EXTERNAL FUNDING</td>
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<tr>
<td></td>
<td>E/DIR FINE ARTS</td>
<td>238 DAY</td>
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<td>E/DIR SCHOOL IMPROVEMENT</td>
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<td></td>
<td>E/DIR SPECIAL EDUCATION</td>
<td>238 DAY</td>
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<td>PRINCIPAL HIGH SCHOOL</td>
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<td>08</td>
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<td>A/SUPT HUMAN RESOURCES</td>
<td>238 DAY</td>
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<td></td>
<td>A/SUPT OPERATIONS</td>
<td>238 DAY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A/SUPT SCHOOL LEADERSHIP AND SUPPORT</td>
<td>238 DAY</td>
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<tr>
<td></td>
<td>A/SUPT SCHOOL LEADERSHIP AND SUPPORT ELEMENTAL</td>
<td>238 DAY</td>
<td></td>
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<tr>
<td></td>
<td>A/SUPT SCHOOL LEADERSHIP AND SUPPORT SECONDARY</td>
<td>238 DAY</td>
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<td></td>
<td>A/SUPT SPECIAL EDUCATION</td>
<td>238 DAY</td>
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<td></td>
<td>A/SUPT TEACHING AND LEARNING</td>
<td>238 DAY</td>
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<td></td>
<td>DEPUTY GENERAL COUNSEL</td>
<td>238 DAY</td>
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<tr>
<td>09</td>
<td>CHEF ACADEMIC OFFICER</td>
<td>238 DAY</td>
<td>$730.54</td>
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<td>CHEF COMMUNICATIONS OFFICER</td>
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<tr>
<td></td>
<td>CHEF FINANCIAL OFFICER</td>
<td>238 DAY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEF HUMAN RESOURCE OFFICER</td>
<td>238 DAY</td>
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<td>CHEF INFORMATION OFFICER</td>
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<td>CHEF OPERATIONS OFFICER</td>
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<td></td>
<td>GENERAL COUNSEL</td>
<td>238 DAY</td>
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<tr>
<td>10</td>
<td>DPTY SUPERINTENDENT</td>
<td>238 DAY</td>
<td>$810.91</td>
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</table>
Statutorily Required Pay Adjustment

The salary ranges in this pay schedule do not reflect any statutorily required compensation adjustments enacted by the Texas legislature in the 88th Session, as there are none to date. The District reserves the right to adjust compensation amounts for the 2023-24 school year in response to legislative changes. The Board of Trustees reserves the right to amend the 2023-24 compensation and benefits plan after the start of the fiscal year as required by law or administrative rule, or if determined to be in the best interest of the District if additional funding is provided by the state legislature. Any raises provided prior to the 2023-2024 fiscal year should be credited to offset a mandatory, future adjustment by the legislature.
One-Time Lump Sum Payment

If the Katy Independent School District Board of Trustees should decide to award a one-time lump sum payment to employees in the 2023-2024 school year, the payment will be made only to employees of the district who are employed as of the date determined by the Board. The amount of the award and the date of the payment is determined by Board action.

A one-time lump sum payment is not considered an increase in base pay and should not be considered an ongoing compensation program. The payment may be prorated based on duty status, part-time schedule, or other nondiscretionary factors determined by the Board. The payment is taxable and may be taxed at a higher rate.

One-time lump sum payments are not creditable compensation under the Teachers Retirement System of Texas (TRS).
**Teacher Incentive Allotment**

**National Board Certified Teachers**

Katy ISD teachers who have a National Board Certification (NBCT) are eligible to have a “Recognized” designation through the Texas Education Agency’s Teacher Incentive Allotment. A teacher must ensure that their information is correct in the NBCT directory.

**Teachers with Existing Designations**

Katy ISD will recognize a teacher’s designation from another district’s “Local Designation System”.

A teacher who accepts a teaching position with Katy ISD and has an active designation from another district will receive the appropriate allotment as determined by the Texas Education Agency.

The designation must be on the teacher’s teaching certificate.

**Allotment Payment**

Teacher’s that are confirmed by the Texas Education Agency to have an active designation will receive 90% of the determined allotment. This payment will be made directly to each teacher that holds the designation. This payment will be made by August 31st of every year following the school year in which the designation was earned.
Salary Supplements
## 2023-2024 Stipend List
Katy Independent School District

### Elementary Code 23-24 Days

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Amount</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bilingual Team Leader</td>
<td>453</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>Campus Webmaster</td>
<td>683</td>
<td>$1,000</td>
<td>187</td>
</tr>
<tr>
<td>Destination Imagination Sponsor</td>
<td>687</td>
<td>$600</td>
<td>187</td>
</tr>
<tr>
<td>Elementary Team Leaders Grades K-5</td>
<td>456</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>Special Education Team leader</td>
<td>458</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>Specials Team Leader</td>
<td>455</td>
<td>$1,000</td>
<td>187</td>
</tr>
<tr>
<td>Support Team Leader (Comp Ed, ESL, etc - 1 only)</td>
<td>457</td>
<td>$1,500</td>
<td>187</td>
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</tbody>
</table>

### Junior High Non-Athletic Code 23-24 Days

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Amount</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Director</td>
<td>477</td>
<td>$8,000</td>
<td>187</td>
</tr>
<tr>
<td>Band Director Assistant</td>
<td>478</td>
<td>$5,500</td>
<td>187</td>
</tr>
<tr>
<td>Campus Webmaster</td>
<td>583</td>
<td>$1,000</td>
<td>187</td>
</tr>
<tr>
<td>Cheerleader Sponsor w/only 1 squad (12 members)</td>
<td>479</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>Cheerleader Sponsors where 2 squads exist, each receive $2,000 only</td>
<td>480</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>Chor Director</td>
<td>481</td>
<td>$4,500</td>
<td>187</td>
</tr>
<tr>
<td>Chor Director Assistant</td>
<td>482</td>
<td>$3,050</td>
<td>187</td>
</tr>
<tr>
<td>Department Chairperson (Core Subjects)</td>
<td>484</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>Department Chairperson (Electives)</td>
<td>485</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>Special Education Department Chairperson</td>
<td>486</td>
<td>$2,133</td>
<td>187</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>488</td>
<td>$1,100</td>
<td>187</td>
</tr>
<tr>
<td>Orchestra Director</td>
<td>491</td>
<td>$5,400</td>
<td>187</td>
</tr>
<tr>
<td>Orchestra Director Assistant</td>
<td>492</td>
<td>$4,000</td>
<td>187</td>
</tr>
<tr>
<td>Academic Competitions: Destination Imagination, Science Olympiad, and similar competitions - max $750 for 1 person; if 4 coaches, $375 each, $1,500 max per campus.</td>
<td>493</td>
<td>$1,500</td>
<td>187</td>
</tr>
<tr>
<td>Pep Squad</td>
<td>494</td>
<td>$525</td>
<td>187</td>
</tr>
<tr>
<td>Pep Squad Assistant - 125 or more students to qualify</td>
<td>495</td>
<td>$250</td>
<td>187</td>
</tr>
<tr>
<td>Student Council - if have 125+ students, principal may elect to have 2 coaches - each receive $510.</td>
<td>497</td>
<td>$1,020</td>
<td>187</td>
</tr>
<tr>
<td>Theater Arts</td>
<td>499</td>
<td>$4,500</td>
<td>187</td>
</tr>
<tr>
<td>Yearbook</td>
<td>500</td>
<td>$1,000</td>
<td>187</td>
</tr>
<tr>
<td>Theatre Arts Assistant</td>
<td>501</td>
<td>$2,250</td>
<td>187</td>
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</table>

### High School Non-Athletic Code 23-24 Days

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Amount</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Decathlon Coach (max 2)</td>
<td>528</td>
<td>$3,000</td>
<td>187</td>
</tr>
<tr>
<td>HS Color Guard</td>
<td>529</td>
<td>$4,500</td>
<td>187</td>
</tr>
<tr>
<td>Band Director</td>
<td>530</td>
<td>$15,000</td>
<td>187</td>
</tr>
<tr>
<td>Band Director Assistant</td>
<td>531</td>
<td>$8,750</td>
<td>187</td>
</tr>
<tr>
<td>Campus Webmaster</td>
<td>581</td>
<td>$1,300</td>
<td>187</td>
</tr>
<tr>
<td>Cheerleader Sponsor</td>
<td>532</td>
<td>$4,500</td>
<td>187</td>
</tr>
<tr>
<td>Cheerleader Sponsor Jr. Varsity</td>
<td>533</td>
<td>$3,000</td>
<td>187</td>
</tr>
<tr>
<td>Cheer Squad 9th Grade</td>
<td>563</td>
<td>$1,200</td>
<td>187</td>
</tr>
<tr>
<td>Chor Director</td>
<td>564</td>
<td>$7,000</td>
<td>187</td>
</tr>
<tr>
<td>Chor Director Assistant</td>
<td>535</td>
<td>$5,000</td>
<td>187</td>
</tr>
<tr>
<td>Dance Team Assistant Director</td>
<td>537</td>
<td>$4,500</td>
<td>187</td>
</tr>
<tr>
<td>Career &amp; Technical Student Organization Advisor (FBLA, FCCLA, HOISA, Skills USA, TAFE, TSA), if 51+ students-2 advisors, if 101+ students-3 advisors ($3000 Max - 3 advisors)</td>
<td>550</td>
<td>$1,000</td>
<td>187</td>
</tr>
<tr>
<td>Dance/Drift Team Director</td>
<td>538</td>
<td>$8,000</td>
<td>187</td>
</tr>
<tr>
<td>Fine Arts Department Chairperson</td>
<td>539</td>
<td>$2,750</td>
<td>187</td>
</tr>
<tr>
<td>Department Chairperson</td>
<td>540</td>
<td>$2,400</td>
<td>187</td>
</tr>
<tr>
<td>Theater Teacher</td>
<td>541</td>
<td>$7,000</td>
<td>187</td>
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<tr>
<td>FFA Regular</td>
<td>560</td>
<td>$12,000</td>
<td>187</td>
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<tr>
<td>National Honor Society</td>
<td>544</td>
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<tr>
<td>Newspaper Sponsor</td>
<td>546</td>
<td>$1,469</td>
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<tr>
<td>Orchestra Director Assistant</td>
<td>548</td>
<td>$4,500</td>
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<tr>
<td>Orchestra Director</td>
<td>549</td>
<td>$7,000</td>
<td>187</td>
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<tr>
<td>Performing Arts Center Manager</td>
<td>551</td>
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<tr>
<td>Special Education Department Chairperson</td>
<td>552</td>
<td>$3,000</td>
<td>187</td>
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<tr>
<td>Speech and Debate 1 (75 or more students entering tournament)</td>
<td>553</td>
<td>$5,270</td>
<td>187</td>
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<tr>
<td>Student Council Sponsor - 125+ students, principal may elect to have 2 coaches - each receive $665.</td>
<td>555</td>
<td>$1,330</td>
<td>187</td>
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<tr>
<td>Theater Teacher Assistant (if 2, then split)</td>
<td>557</td>
<td>$5,000</td>
<td>187</td>
</tr>
<tr>
<td>UIL Academic Coordinator</td>
<td>558</td>
<td>$970</td>
<td>187</td>
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<tr>
<td>Yearbook Sponsor</td>
<td>559</td>
<td>$1,770</td>
<td>187</td>
</tr>
<tr>
<td>Academic Competitions: $500 max each for FBLA, Robotics, Destination Imagination, Octathlon, Academic Challenge (Quiz Bowl), and Science Olympiad. $3,000 max per campus.</td>
<td>561</td>
<td>$500</td>
<td>187</td>
</tr>
<tr>
<td>Academic UIL Competitions: $510 max each for Accounting, Calculator Applications, Computer Applications, Computer Science, Social Studies (includes Current Issues &amp; Events), Number Sense, Mathematics, Ready Writing, Science, and Literary Criticism. $5,100 max per campus.</td>
<td>562</td>
<td>$510</td>
<td>187</td>
</tr>
<tr>
<td>Must participate in 9 tournaments.</td>
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### Junior High Athletics Code 23-24 Days

<table>
<thead>
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<th>Position</th>
<th>Code</th>
<th>Amount</th>
<th>Days</th>
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<tbody>
<tr>
<td>Athletic Coordinator</td>
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<td>$3,500</td>
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<tr>
<td>Assistant Athletic Coordinator</td>
<td>602</td>
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<td>187</td>
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<tr>
<td>Football</td>
<td>660</td>
<td>$4,000</td>
<td>187</td>
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<tr>
<td>Coach - Volleyball</td>
<td>734</td>
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<td>187</td>
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<tr>
<td>Coach - Basketball</td>
<td>735</td>
<td>$2,870</td>
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<tr>
<td>Coach - Soccer</td>
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<td>$2,500</td>
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<tr>
<td>Coach - Track</td>
<td>737</td>
<td>$2,500</td>
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<tr>
<td>Coach - Tennis</td>
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<tr>
<td>Coach - Cross Country</td>
<td>743</td>
<td>$2,500</td>
<td>187</td>
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<tr>
<td>High School Athletics</td>
<td>Code</td>
<td>23-24 Days</td>
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<tr>
<td>Assistant Athletic Coordinator</td>
<td>606</td>
<td>$ 6,000 187</td>
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<tr>
<td>Assistant Trainer</td>
<td>607</td>
<td>$ 10,500 187</td>
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<tr>
<td>Baseball Varsity Assistant Boys</td>
<td>608</td>
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<td>Baseball Head Varsity Boys</td>
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<td>Baseball Field Maintenance</td>
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<tr>
<td>Baseball JV Assistant</td>
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<td>$ 4,000 187</td>
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<tr>
<td>Basketball Assistant Boys</td>
<td>611</td>
<td>$ 4,000 187</td>
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</tr>
<tr>
<td>Basketball Assistant Girls</td>
<td>612</td>
<td>$ 4,000 187</td>
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<tr>
<td>Basketball Head Varsity Boys</td>
<td>613</td>
<td>$ 9,100 187</td>
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<tr>
<td>Basketball Head Varsity Girls</td>
<td>614</td>
<td>$ 9,100 187</td>
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<tr>
<td>Basketball Varsity Assistant Boys 615</td>
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<tr>
<td>Basketball Varsity Assistant Girls</td>
<td>616</td>
<td>$ 5,200 187</td>
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<tr>
<td>Cross Country Assistant Boys</td>
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<tr>
<td>Cross Country Assistant Girls</td>
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<tr>
<td>Cross Country Head Boys</td>
<td>619</td>
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<tr>
<td>Cross Country Head Girls</td>
<td>620</td>
<td>$ 4,685 187</td>
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<tr>
<td>Diving</td>
<td>621</td>
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<tr>
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<td>625</td>
<td>$ 8,500 187</td>
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<tr>
<td>Freshman Football Assistant</td>
<td>627</td>
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<tr>
<td>General Assistant Coach</td>
<td>628</td>
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<tr>
<td>Golf Assistant Boys</td>
<td>629</td>
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<tr>
<td>Golf Assistant Girls</td>
<td>630</td>
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<tr>
<td>Golf Head Boys</td>
<td>631</td>
<td>$ 4,200 187</td>
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</tr>
<tr>
<td>Golf Head Girls</td>
<td>632</td>
<td>$ 4,200 187</td>
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</tr>
<tr>
<td>Gym Coordinator</td>
<td>633</td>
<td>$ 3,200 187</td>
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<tr>
<td>Soccer Assistant Boys</td>
<td>635</td>
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</tr>
<tr>
<td>Soccer Assistant Girls</td>
<td>636</td>
<td>$ 4,000 187</td>
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<tr>
<td>Soccer Head Varsity Boys</td>
<td>637</td>
<td>$ 6,700 187</td>
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</tr>
<tr>
<td>Soccer Head Varsity Girls</td>
<td>638</td>
<td>$ 6,700 187</td>
<td></td>
</tr>
<tr>
<td>Softball Assistant Girls</td>
<td>639</td>
<td>$ 4,000 187</td>
<td></td>
</tr>
<tr>
<td>Softball Head Varsity Girls</td>
<td>640</td>
<td>$ 6,775 187</td>
<td></td>
</tr>
<tr>
<td>Softball Field Maintenance</td>
<td>662</td>
<td>$ 1,000 187</td>
<td></td>
</tr>
<tr>
<td>Swimming Assistant Boys</td>
<td>641</td>
<td>$ 2,045 187</td>
<td></td>
</tr>
<tr>
<td>Swimming Assistant Girls</td>
<td>642</td>
<td>$ 2,045 187</td>
<td></td>
</tr>
<tr>
<td>Swimming Head Boys</td>
<td>643</td>
<td>$ 3,505 187</td>
<td></td>
</tr>
<tr>
<td>Swimming Head Girls</td>
<td>644</td>
<td>$ 3,505 187</td>
<td></td>
</tr>
<tr>
<td>Tennis Assistant Boys</td>
<td>645</td>
<td>$ 2,500 187</td>
<td></td>
</tr>
<tr>
<td>Tennis Assistant Girls</td>
<td>646</td>
<td>$ 2,500 187</td>
<td></td>
</tr>
<tr>
<td>Tennis Head Girls</td>
<td>647</td>
<td>$ 4,200 187</td>
<td></td>
</tr>
<tr>
<td>Tennis Head Boys</td>
<td>648</td>
<td>$ 4,200 187</td>
<td></td>
</tr>
<tr>
<td>Track Head Girls</td>
<td>649</td>
<td>$ 5,890 187</td>
<td></td>
</tr>
<tr>
<td>Track Head Boys</td>
<td>650</td>
<td>$ 5,890 187</td>
<td></td>
</tr>
<tr>
<td>Track Assistant Boys</td>
<td>651</td>
<td>$ 4,000 187</td>
<td></td>
</tr>
<tr>
<td>Track Assistant Girls</td>
<td>652</td>
<td>$ 4,000 187</td>
<td></td>
</tr>
<tr>
<td>Head Trainer</td>
<td>653</td>
<td>$ 12,700 187</td>
<td></td>
</tr>
<tr>
<td>Volleyball Assistant Girls</td>
<td>654</td>
<td>$ 5,000 187</td>
<td></td>
</tr>
<tr>
<td>Volleyball Head Varsity</td>
<td>655</td>
<td>$ 7,800 187</td>
<td></td>
</tr>
<tr>
<td>Wrestling Assistant Boys</td>
<td>656</td>
<td>$ 2,000 187</td>
<td></td>
</tr>
<tr>
<td>Wrestling Assistant Girls</td>
<td>657</td>
<td>$ 2,000 187</td>
<td></td>
</tr>
<tr>
<td>Wrestling Head Boys</td>
<td>658</td>
<td>$ 3,450 187</td>
<td></td>
</tr>
<tr>
<td>Wrestling Head Girls</td>
<td>659</td>
<td>$ 3,450 187</td>
<td></td>
</tr>
</tbody>
</table>

Cross Country: Each Campus is allotted $9,370 per year. If same coach for Head Boys & Head Girls, then coach receives $2,342 for Boys and $2,342 for Girls and can have two asst. coaches each receiving $1,171 for boys and $1,171 for girls. If separate coaches for Head Boys/Head Girls, then each coach receives $4,685 but cannot have any asst. coaches.

<table>
<thead>
<tr>
<th>Special Duty Stipends</th>
<th>Code</th>
<th>23-24 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Coordinator - based on # of exams administered</td>
<td>753</td>
<td>$1.00/exam 187</td>
</tr>
<tr>
<td>AP Coordinator Assistant - based on # of exams administered</td>
<td>754</td>
<td>$.50/exam 187</td>
</tr>
<tr>
<td>ARD Facilitator - Lead</td>
<td>747</td>
<td>$ 2,140 197</td>
</tr>
<tr>
<td>At-Risk Specialist</td>
<td>714</td>
<td>$ 3,000 221</td>
</tr>
<tr>
<td>Automotive Technology Instructor (NATEF Certification)*</td>
<td>677</td>
<td>$ 4,500 187</td>
</tr>
<tr>
<td>BCBA Certification - ESSER III</td>
<td>742</td>
<td>$ 2,500 221</td>
</tr>
<tr>
<td>Bilingual Diagnosticians</td>
<td>678</td>
<td>$ 3,670 197</td>
</tr>
<tr>
<td>Bilingual Program Facilitator*</td>
<td>679</td>
<td>$ 3,500 197</td>
</tr>
<tr>
<td>Bilingual Program Facilitator*</td>
<td>696</td>
<td>$ 3,500 221</td>
</tr>
<tr>
<td>Bilingual Speech/Language Pathologist</td>
<td>680</td>
<td>$ 4,000 187</td>
</tr>
<tr>
<td>Bilingual Teachers (Certified) Includes SpEd, Bilingual Academic Suppt, &amp; Bilingual Dyslexia**</td>
<td>682</td>
<td>$ 4,500 187</td>
</tr>
<tr>
<td>DHH and VI Teacher</td>
<td>757</td>
<td>$ 4,000 187</td>
</tr>
<tr>
<td>Diagnostician</td>
<td>758</td>
<td>$ 1,000 197</td>
</tr>
<tr>
<td>Lead Diagnosticians (5)</td>
<td>704</td>
<td>$ 2,140 197</td>
</tr>
<tr>
<td>District Lead Counselor - Elem</td>
<td>688</td>
<td>$ 500 207</td>
</tr>
<tr>
<td>District Lead Counselor - HS</td>
<td>690</td>
<td>$ 500 211</td>
</tr>
<tr>
<td>District Lead Counselor - JH</td>
<td>689</td>
<td>$ 500 209</td>
</tr>
<tr>
<td>Dyslexia - Lead</td>
<td>754</td>
<td>$ 2,140 197</td>
</tr>
<tr>
<td>ECI Team Leader (TYKE)</td>
<td>693</td>
<td>$ 2,000 187</td>
</tr>
<tr>
<td>EL Facilitator JH</td>
<td>745</td>
<td>$ 2,500 187</td>
</tr>
</tbody>
</table>
### Special Duty Stipends

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>23-24 Days</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL Facilitator HS (Newcomer Center - HS)</td>
<td>746</td>
<td>$2,500</td>
<td>192</td>
</tr>
<tr>
<td>ESL Elementary Program Facilitator</td>
<td>695</td>
<td>$3,500</td>
<td>197</td>
</tr>
<tr>
<td>ESL Elementary Program Facilitator</td>
<td>721</td>
<td>$3,500</td>
<td>221</td>
</tr>
<tr>
<td>ESL Secondary Program Facilitator</td>
<td>698</td>
<td>$3,500</td>
<td>221</td>
</tr>
<tr>
<td>ESL Secondary Program Facilitator</td>
<td>697</td>
<td>$3,500</td>
<td>197</td>
</tr>
<tr>
<td>Exempt Employee w/ CDL (Driving a Regular Bus Route)</td>
<td>752</td>
<td>$6,000</td>
<td>167</td>
</tr>
<tr>
<td>Extra Class Period (prorated for less than full year), Requires HR approval</td>
<td>733</td>
<td>$4,425</td>
<td>167</td>
</tr>
<tr>
<td>HS Restorative Discipline Facilitator</td>
<td>726</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>ICS/Resource Teacher</td>
<td>756</td>
<td>$1,000</td>
<td>187</td>
</tr>
<tr>
<td>Immigrant Students Program Facilitator</td>
<td>699</td>
<td>$2,500</td>
<td>197</td>
</tr>
<tr>
<td>Instructional Specialist</td>
<td>700</td>
<td>$3,000</td>
<td>221</td>
</tr>
<tr>
<td>Lead Special Education AB, LS, Autism, WBL Teacher (Dept)</td>
<td>711</td>
<td>$2,000</td>
<td>167</td>
</tr>
<tr>
<td>Lead SPED Bilingual Teacher</td>
<td>759</td>
<td>$2,100</td>
<td>187</td>
</tr>
<tr>
<td>Learning Support Teacher</td>
<td>761</td>
<td>$500</td>
<td>167</td>
</tr>
<tr>
<td>LSSP - Bilingual - (Evaluation teams and campus LSSP's)</td>
<td>740</td>
<td>$3,570</td>
<td>197</td>
</tr>
<tr>
<td>LSSP - Lead</td>
<td>741</td>
<td>$2,140</td>
<td>197</td>
</tr>
<tr>
<td>Licensed Specialist in School Psychology (LSSP)</td>
<td>744</td>
<td>$3,000</td>
<td>197</td>
</tr>
<tr>
<td>LSSP Intern Supervisor - 10 positions (per semester)</td>
<td>749</td>
<td>$3,000</td>
<td>197</td>
</tr>
<tr>
<td>OAC Teachers</td>
<td>707</td>
<td>$1,000</td>
<td>187</td>
</tr>
<tr>
<td>Raines HS Teachers</td>
<td>708</td>
<td>$1,000</td>
<td>187</td>
</tr>
<tr>
<td>SLP - Lead</td>
<td>739</td>
<td>$2,140</td>
<td>197</td>
</tr>
<tr>
<td>SLP CF Intern/Supervisor - 8 positions (per semester)</td>
<td>760</td>
<td>$1,500</td>
<td>187</td>
</tr>
<tr>
<td>SPED Campus Behavior Class AB, RISE, ASIP Teacher</td>
<td>675</td>
<td>$2,500</td>
<td>187</td>
</tr>
<tr>
<td>SPED Campus Specialized Program Life Skills, ECAP, YCAP, JCAP, HCAP, ECSE, 18+ Teacher</td>
<td>705</td>
<td>$3,000</td>
<td>187</td>
</tr>
<tr>
<td>Special Education Behavior Transition Program - BTP/HCAP or BTP/ICS RES</td>
<td>729</td>
<td>$5,000</td>
<td>167</td>
</tr>
<tr>
<td>BTP 3 certifications</td>
<td>730</td>
<td>$250</td>
<td>167</td>
</tr>
<tr>
<td>BTP 5 certifications</td>
<td>731</td>
<td>$300</td>
<td>167</td>
</tr>
<tr>
<td>BTP 7+ certifications</td>
<td>732</td>
<td>$500</td>
<td>167</td>
</tr>
<tr>
<td>Speech Language Pathologist (SLP)</td>
<td>727</td>
<td>$2,500</td>
<td>167</td>
</tr>
<tr>
<td>SLP 3 C's (certified clinical competence)</td>
<td>728</td>
<td>$1,000</td>
<td>167</td>
</tr>
<tr>
<td>Speech Pathologist Assistant Supervisor</td>
<td>709</td>
<td>$3,000</td>
<td>167</td>
</tr>
<tr>
<td>TAG Teacher (Teacher Access Center)</td>
<td>724</td>
<td>$1,500</td>
<td>187</td>
</tr>
<tr>
<td>Team Leader - VI Teacher</td>
<td>748</td>
<td>$2,000</td>
<td>187</td>
</tr>
<tr>
<td>Title 1 Facilitator</td>
<td>713</td>
<td>$2,500</td>
<td>221</td>
</tr>
<tr>
<td>Virtual School Stipend</td>
<td>723</td>
<td>$150 Per Stu</td>
<td>187</td>
</tr>
</tbody>
</table>

*Teacher must be ASE certified in brakes, steering & suspension, maintenance & light repair, and electrical/electronic systems. Must keep program NATEF certified.

**If teaching English or Spanish in a TWI Program, teacher must be Bilingual Certified. ESL Certified does not qualify for the stipend

* Not applicable if grant funds are not available

### MCTC CO-OP/Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>23-24 Days</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Prep/PACE</td>
<td>716</td>
<td>$4,500</td>
<td>167</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>718</td>
<td>$4,500</td>
<td>167</td>
</tr>
</tbody>
</table>

*Multi-occupational internship program for HS students. Tchr assists with student placement, travels to intern sites to monitor student progress, manages paperwork related to internships. Stipend includes mileage.

**Culinary Arts-Tchr works extra hours to operate Old Towne Bistro; includes catering events. Links the Culinary program to a restaurant setting.

* Only refers to assignments at MCTC

### ESC Stipends

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>23-24 Days</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile-Voc Ag, Directors</td>
<td>401</td>
<td>$3,600</td>
<td>238</td>
</tr>
<tr>
<td>Automobile-Directors and Exec Directors, Gen Mgr</td>
<td>401</td>
<td>$4,200</td>
<td>238</td>
</tr>
<tr>
<td>Automobile-Director ESL/BIL Programs</td>
<td>401</td>
<td>$4,800</td>
<td>238</td>
</tr>
<tr>
<td>Automobile-Construction mgmt, Athletics mgmt, Exec Dirs, Asst Supts, Chiefs, Dpty Supt</td>
<td>401</td>
<td>$5,400</td>
<td>238</td>
</tr>
<tr>
<td>Team Leader - VI Teacher</td>
<td>748</td>
<td>$2,000</td>
<td>187</td>
</tr>
</tbody>
</table>

*Not applicable if grant funds are not available

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>23-24 Days</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell-All Coords, Mgrs, Asst Dirs, Dirs, Exec Dirs, Asst Supts, Gen Counsel, Chiefs, Asst/Assoc Prins, Prins, Dpty Supt, Supt. This stipend is authorized by the department Chief</td>
<td>408</td>
<td>$1,200</td>
<td>238</td>
</tr>
</tbody>
</table>
POSSESSIONS with SPECIAL HANDLING RULES

- **Nurses (LVNs and RNs)** – Hospital nursing experience shall be acceptable provided the person held a registered nurse position with a recognized accredited university-operated hospital. Therefore, nursing experience with the Peace Corps as a registered nurse, and with a university-operated hospital accredited by a recognized accrediting entity in the United States, shall be recognized for salary increment purposes provided the minimum requirements specified in Subsection (f) are met. Subsection (f) is a minimum requirement table which indicates the minimum number of days required to earn and receive credit for a year of experience.

NOTE: All LVNs will start at the midpoint of the IS06 pay range and then receive credit for each additional year of experience. As LVN positions are vacated, the resulting vacancies will be replaced with registered nurses (RNs).

- **Occupational/Physical Therapists** – School district and clinical experience shall be recognized for salary increment purposes.

- **LSSPs** – School district and clinical experience shall be recognized for salary increment purposes.

- **Speech Language Pathologists** – School district and clinical experience shall be recognized for salary increment purposes.

- **Vocational/Career and Technology Teachers** – Effective with the 1982-1983 school year, certified career and technology education teachers employed for at least 50% of the time in an approved career and technology position may count up to two years of work experience for salary increment purposes if the work experience was required for career and technology certification. Employee must have a valid vocational certification that requires prior work experience and must be placed in a position that requires a vocational certification to qualify for two years of credit. Once credit for work experience has been granted, the credit shall be continued regardless of the position held. For personnel granted credit under this section whose employment is split between career and technology and non-career and technology positions, the years granted shall apply to both the career and technology and the non-career and technology positions.

- **Teacher Aides** – Beginning with the 2004-2005 contractual year, a certified teacher aide who subsequently attains initial classroom teacher certification may count up to two years of full-time equivalency of direct student instruction for salary increment purposes. Such experience must be verified on the teacher service record form or a similar form containing the same information. A teacher aide who received a teaching certificate or was placed under a permit prior to the 2004-2005 contractual year will not qualify for the additional years of service on the minimum salary schedule.

- **Clinic Aides** – Employees in this classification will receive an additional $10.00 per day if they have one of the following certifications:
  - Nurse Aide
  - EMT
  - Medical Assistant
• **JROTC Instructor-Initial Salary Placement** - Candidate will receive a base pay that is the higher of the Teacher Salary Schedule or the Military Instructor Pay (MIP). Candidate receives an additional payment of 15% of KISD’s share of the MIP. This amount is calculated at the time of hire and is a *fixed, ongoing payment paid annually* over the 24 pay periods.

• **Mechanics** – Mechanics and Senior Mechanics can receive up to .50 cents more per hour if they are ASE Certified:
  
  \[ \begin{array}{l}
  \$0.25 \text{ for 1}^{\text{st}} \text{ half} \\
  \$0.25 \text{ for 2}^{\text{nd}} \text{ half}
  \end{array} \]

**POLICE EXPERIENCE CREDIT:**
Employees in positions requiring Peace Officer Basic Certification will start at the *minimum* of the pay range for the position and receive credit for each additional year of school district and/or non-school district *job-related* experience. Non-school district job-related experience is credited on a one-for-one basis; the maximum number of years eligible for credit is 15. Position must have required a Peace Officer license. Military Police experience is considered.

**POLICE TCOLE CERTIFICATION:**
Employees in positions requiring Peace Officer Basic Certification will receive the following compensation for additional certifications (the maximum TCOLE annual payment is $3,000):

- Intermediate Cert - $1,000/year
- Advanced Cert - $2,000/year
- Master Cert - $3,000/year

**POLICE TELECOMMUNICATOR CERTIFICATION:**
Employees in positions requiring Police Telecommunicator Basic Certification will receive compensation for additional certifications in the amounts listed above.

**INTERIM PAY**
An employee working in a higher graded position for an extended period of time performing 100 percent of the duties for that position may be eligible for Interim Pay. The request for Interim Pay will be submitted by a department head who has the authority to approve additional expenditures. The Chief Human Resources Officer has final approval.

Interim Pay is calculated using the promotional amount for the higher graded position. This amount is multiplied by the number of days worked in the interim assignment, and is paid after the interim assignment is completed. Interim pay calculations are applied to base pay, premium pay, and overtime pay.

Teachers performing stipend-eligible duties on an interim basis are also eligible for interim pay equal to the daily rate of the stipend.

Employees performing less than 100 percent of the interim duties will receive one-half of the interim pay.

**NEW-HIRE SALARY PLACEMENT**
New-hires will receive experience credit for prior experience directly related to the position for which they are being hired. New-hire salaries will be capped at the pay range midpoint unless otherwise approved by the Chief Human Resources Officer.
Substitute Pay
### Katy ISD Substitute Pay Scale
#### 2023-2024

#### Short Term Assignments | Rates
--- | ---
**Certified** | $115.00
**Degreed** | $110.00
**Non-Degreed Teacher/Para** | $100.00
**Para** | $100.00
**Nurses** | RN only $125.00

#### Long Term Assignments | Rates
--- | ---
**Certified** | 20 day minimum $190/Day
**Degreed** | 20 day minimum $165/Day
**Non-Degreed Teacher** | Can only sub in long term para positions at $105/Day after 20 days
**Para** | 20 day minimum $105/Day
**Nurses** | 20 day minimum RN only $190/Day

---

- **Substitute – Teacher**
  - Three types:
    - **Certified** – This position requires an active Texas Educator Certificate
    - **Degreed** – This position requires a conferred Bachelor’s Degree
    - **Non-Degreed** – This position requires 60+ semester hours from an accredited college or university

- **Substitute – Paraprofessional** (requires a high school diploma)
- **Substitute – Nurse** (requires a current nursing license)
## 2023-2024 Special Substitute Rates

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$400.00</td>
</tr>
<tr>
<td>Assistant Principals</td>
<td>$300.00</td>
</tr>
<tr>
<td>Counselors</td>
<td>$190</td>
</tr>
<tr>
<td>Director Level Fine Arts Sub-HS</td>
<td>$215.00</td>
</tr>
<tr>
<td>Tutors: uncertified teacher sub</td>
<td>$125.00</td>
</tr>
<tr>
<td>Tutors: certified teacher sub</td>
<td>$135.00</td>
</tr>
<tr>
<td>Parent Outreach Liaison</td>
<td>$10.00 hr</td>
</tr>
<tr>
<td>Homebound Sub Teachers</td>
<td>$190.00</td>
</tr>
<tr>
<td>Foreign Lang Tutors- Elementary</td>
<td>$25.00 hr (after school)</td>
</tr>
<tr>
<td>Foreign Lang Tutors- High School</td>
<td>$25.00 hr (after school)</td>
</tr>
<tr>
<td>Project TYKE EIS Teacher</td>
<td>$155.00</td>
</tr>
<tr>
<td>LSSP</td>
<td>$262.00</td>
</tr>
<tr>
<td>LSSP Intern</td>
<td>$125.00</td>
</tr>
<tr>
<td>SSP Trainee</td>
<td>$237.00</td>
</tr>
<tr>
<td>Curr/Prof Learn/Consu</td>
<td>$223.21</td>
</tr>
<tr>
<td>Speech Path: directly from Sped</td>
<td>$240.00 daily rate 32.00hr</td>
</tr>
<tr>
<td>Elem ESY</td>
<td>$25.00 hr</td>
</tr>
<tr>
<td>Lang Arts Coordinator</td>
<td>$240.00</td>
</tr>
<tr>
<td>Interviewer</td>
<td>$240.00</td>
</tr>
<tr>
<td>Comp Ed Gen clerk</td>
<td>$12.00 hr</td>
</tr>
<tr>
<td>PIE Para/clerical</td>
<td>$12.46 hr</td>
</tr>
<tr>
<td>KARE</td>
<td>$100.00</td>
</tr>
<tr>
<td>District Mentor</td>
<td>$15.33/day; max/$270.00 wk</td>
</tr>
<tr>
<td>Parent Center</td>
<td>varies</td>
</tr>
<tr>
<td>TYKE billing</td>
<td>$13.89 hr</td>
</tr>
<tr>
<td>TYKE clerical/translator</td>
<td>$16.54 hr</td>
</tr>
<tr>
<td>TYKE OT/PT/Speech Path</td>
<td>$262.50</td>
</tr>
<tr>
<td>Police Officer</td>
<td>$144.00</td>
</tr>
<tr>
<td>Police Officer III</td>
<td>$148.00</td>
</tr>
<tr>
<td>Dyslexia Evaluator</td>
<td>$20.00/hr</td>
</tr>
<tr>
<td>AP Proctor</td>
<td>$80 per test</td>
</tr>
<tr>
<td>AP Lead Proctor</td>
<td>$95 lead</td>
</tr>
<tr>
<td>Proctor</td>
<td>$20.00/hr</td>
</tr>
<tr>
<td>Summer HR Intern (non degreed)</td>
<td>$85.00</td>
</tr>
<tr>
<td>Parent Center Babysitter</td>
<td>$8.71/hr</td>
</tr>
</tbody>
</table>
Benefits
The Board annually shall determine the District’s contribution to employee health insurance premiums as part of the budget development and adoption process.

The District shall continue its contribution toward the cost of the employee’s group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]

The District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or FMLA leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the District’s group health insurance plan.
Vacation Days  Eligible employees in positions normally requiring 238 days of ser­vice annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

Holidays  Eligible employees in positions normally requiring 12 months of service annually shall receive paid holidays in accordance with the employee’s duty schedule and administrative regulations.

[See DEAB for overtime pay provisions.]
Leave Administration

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

Immediate Family

The term “immediate family” is defined as:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
3. Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.
Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Leave Proration

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee’s final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee’s serious health condition; a serious health condition of the employee’s spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

State Personal Leave

Each full-time employee shall receive the statutory maximum of five leave days annually. State personal leave may accumulate without limit and shall be transferable from district to district. A full-time professional, paraprofessional, or technical employee shall be an individual assigned on a cumulative 100 percent basis to one or more authorized positions. A full-time auxiliary employee shall be an individual assigned to work at least 30 hours per week in one or more authorized positions.

For employees working less than full-time, but on a basis of at least half of a full-time duty schedule, personal leave shall be earned at the rate of one-half leave day for each 36 workdays of employment.
Nondiscretionary Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child’s birth, adoption, or foster placement.

Discretionary Use

Discretionary use of leave is at the individual employee’s discretion, subject to limitations set out below.

Request for Leave

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee’s absence on the educational program and District operations, as well as the availability of substitutes. Discretionary use of state personal leave shall be granted on a first-come, first-served basis on each campus or within each department.

Local Leave

Each employee shall earn paid local leave days per school year in accordance with the information below:

1. Positions requiring 202 or fewer days of service – five leave days.
2. Positions requiring 203–225 days of service – six leave days.
3. Positions requiring 226 or more days of service – seven leave days.

Local leave shall accumulate without limit and shall be taken with no loss of pay.

Local leave shall be used only for illness or serious health condition of the employee, illness or serious health condition in the immediate family, death in the immediate family, or a family emergency, except that an employee may contribute local leave to a sick leave bank. [See DEC(LEGAL)]

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee’s immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.
The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;

2. Procedures to request leave from the sick leave bank;

3. The maximum number of days per school year a member employee may receive from the sick leave bank;

4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and

5. Other procedures deemed necessary for the operation of the sick leave bank.

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee’s pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;

2. Procedures for requesting mental health leave and maintaining the anonymity of the requestor;

3. The administrator authorized to approve requests for mental health leave; and

4. Other procedures deemed necessary for administering this provision.

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer’s supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee’s pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:
1. Continuation of all employment benefits and compensation for the duration of the leave;

2. Reimbursement for reasonable costs related to the quarantine; and

3. Other procedures deemed necessary for administering this provision.

**Family and Medical Leave**

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

**Note:** See DECA(LEGAL) for provisions addressing FMLA.

<table>
<thead>
<tr>
<th><strong>Twelve-Month Period</strong></th>
<th>For purposes of an employee’s entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee’s first FMLA leave begins.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Combined Leave for Spouses</strong></td>
<td>When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.</td>
</tr>
<tr>
<td><strong>Intermittent or Reduced Schedule Leave</strong></td>
<td>The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.</td>
</tr>
<tr>
<td><strong>Certification of Leave</strong></td>
<td>When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.</td>
</tr>
<tr>
<td><strong>Fitness-for-Duty Certification</strong></td>
<td>In accordance with administrative regulations, when an employee takes FMLA leave due to the employee’s own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.</td>
</tr>
<tr>
<td><strong>Leave at the End of Semester</strong></td>
<td>When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.</td>
</tr>
<tr>
<td><strong>Temporary Disability Leave</strong></td>
<td>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</td>
</tr>
</tbody>
</table>
An employee’s notification of need for extended absence due to the employee’s own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

**Workers’ Compensation**

*Note:* Workers’ compensation is not a form of leave. The workers’ compensation law does not require the continuation of the District’s contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

**Paid Leave Offset**

The District shall permit the option for paid leave offset in conjunction with workers’ compensation income benefits. [See CRE]

**Jury Duty**

An employee shall be granted leave with pay and without loss of paid leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for the service.

**Other Court Appearances**

An employee shall be granted leave with pay and without loss of paid leave for absences due to compliance with a valid subpoena in the following circumstances:

1. The employee, who is not a party to the litigation, is ordered to appear in a legal proceeding pursuant to a lawfully issued subpoena, in accordance with law. [See DEC(LEGAL)]

2. The employee is a defendant in a lawsuit based on actions taken in the course and scope of his or her employment, and the employee is requested by the District’s legal counsel to participate in activities and proceedings related to the defense of the lawsuit.

3. The employee is not a party to a lawsuit involving the District but is otherwise requested by the District’s legal counsel to provide information, assistance, or testimony in connection with litigation involving the District.

An employee who is a party to non-District litigation or legal proceedings and who is absent due to activities and/or proceedings related to the litigation or legal proceedings must use available state personal leave, state sick leave, and/or additional leave provided by the District, such as earned vacation days or earned compensatory time, for the absence.
Absences for court appearances related to an employee’s personal business shall be deducted from the employee’s personal leave or shall be taken by the employee as leave without pay.

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

1. The employee retires under the Teacher Retirement System (TRS).
2. The employee’s retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
3. The employee provides advance written notice of intent to retire.
4. The employee has at least five years or more of continuous service with the District.

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 90 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

An employee who ceases to be employed by the District without qualifying for the retirement reimbursement shall surrender all the accumulated local leave, even if reemployed by the District at a later date. An exception shall be made for an employee who leaves the District for the purpose of military service and returns to the District within the time period stated in Uniformed Services Employment and Reemployment Rights Act (USERRA) regulations.

The District shall provide the employee written notice at the last known home address regarding the expiration of his or her leave. At that time, the employee must provide appropriate medical release that he or she is able to return to duty and to perform the essential functions of the job. The employee’s eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered if requested and appropriate medical documentation is provided.

If an employee fails to provide appropriate medical release and/or documentation within allotted timelines as stated in the notification...
and, therefore, does not return to work after exhausting all available paid and unpaid leave, the District shall automatically pursue termination, regardless of the reason for the absence. [See DF series] If terminated, the employee may apply for reemployment with the District.
**Health, Dental, and Life Insurance**  
*Policy CRD*

Group health insurance coverage is available to those employees as defined by TRS and the Affordable Care Act. The District’s contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled Katy Benefits Guide and may also be viewed online via the Risk Management website.

The health insurance plan year is from 01-01-2023 through 12-31-2023. New employees who are eligible, as defined by the plan, must provide documentation of eligibility and complete enrollment forms immediately upon employment. Current employees can make changes in their insurance coverage during annual enrollment and when they experience a qualifying life event (e.g., marriage, divorce, birth). Employees should contact Risk Management or Benefits Outlook for more information.

**Supplemental Insurance Benefits**  
*Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for disability, dental, vision and life during annual enrollment. Premiums for these programs can be paid by payroll deduction. Employees should contact Risk Management or visit the Risk Management website for more information.

**Eligibility.** All new TRS-Eligible employees who have provided evidence of eligibility are eligible for benefits on the first day of the month following the first day worked, or the date they become eligible for benefits. At no time will this date be before the first day worked by the employee. If an employee does not enroll within thirty-one days of the eligibility date, that employee will be eligible to receive Basic Life benefits only.

For information or to enroll, please call Benefits Outlook at 1-866-222-KISD (5473) weekdays, except holidays, from 7:00 AM to 7:00 PM Central Time, or access Benefits Outlook on the internet at [www.katybenefits.org](http://www.katybenefits.org).

**Life Insurance Benefits.** Katy ISD also provides group life and accidental death and dismemberment coverage in these amounts: principals and other administrators, $30,000 generally; all other eligible employees, $20,000.

**Medical Benefits.** Katy ISD offers medical coverage to all eligible employees. The medical coverage plan(s) is (are) approved annually by the Board of Trustees. Typically, the District contributes a significant portion of the employee-only cost for those employees who elect coverage. The actual amount of District contribution to the medical plan(s) is approved on an annual basis by the Board of Trustees. The details concerning all aspects of the health coverage provided are explained during the open enrollment period, and can be accessed at any time on Benefits Outlook, [www.katybenefits.org](http://www.katybenefits.org).
Payroll Deduction Benefits. The following plans are available to eligible Katy ISD employees through regular payroll deduction:

- Medical Insurance
- Dependent Medical Insurance
- Dental Insurance
- Vision Plan
- Supplemental Life Insurance
- Dependent Life Insurance
- Long Term and Short-Term Disability
- Accident Insurance
- Hospital Indemnity
- Critical Illness
- Identity Theft
- Emergency Transport
- Personal Legal Plan
- Flexible Spending Accounts and Health Savings Accounts (Section 125 Cafeteria Plans)

Refer to the Benefits Outlook Enrollment Guide or internet site, [www.katybenefits.org](http://www.katybenefits.org), for all plan summaries and rates.

Health Insurance Portability & Accountability Act (HIPAA). The Health Insurance Portability and Accountability Act of 1996, HIPAA, established rules for protecting individual Personal Health Information, PHI. HIPAA provides individuals certain rights regarding their PHI and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of Federal Law. Complete HIPAA regulations can be found on Benefits Outlook, [www.katybenefits.org](http://www.katybenefits.org).

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time-period.
Workers Compensation Insurance
*Policy CRE*

The District, in accordance with state law, provides workers compensation benefits to employees who sustain a work-related illness or are injured on the job while in the course and scope of employment.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law as determined by the Texas Workers Compensation Act.

All work-related accidents or injuries should be reported immediately to the supervisor of the employee and complete a First Report of Injury. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers Compensation Benefits*, for information on use of paid leave for such absences.

Contact Risk Management with any questions.

Unemployment Compensation Insurance
*Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Texas Workforce Commission.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS, his/her supervisor and Human Resources as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)). See Employment after Retirement section of this handbook for information on restrictions of employment of retirees in Texas public schools.
Retirement
Deferred Compensation—Section 457

A district, either alone or by contract with other political subdivisions, may create and administer for its employees a deferred compensation plan, the federal income tax treatment of which is governed by Section 457 of the Internal Revenue Code of 1986, and its subsequent amendments, and may assess a fee on each participating employee for administering the plan. Gov’t Code 609.001(11), .102, .112

Such a deferred compensation plan shall be established and administered in accordance with Government Code Chapter 609, Subchapter B. Gov’t Code Ch. 609

A district may contract with an employee for the deferment of any part of the employee’s compensation.

 Except as provided by Government Code 609.5025, to participate in a deferred compensation plan, an employee must consent in the contract to automatic payroll deductions in an amount equal to the deferred amount.

Gov’t Code 609.007(a), (c)

Plan Administrator

A district that creates a deferred compensation plan shall designate a plan administrator for the plan. Districts that create a single plan shall designate jointly a plan administrator for the plan. A plan administrator may be an employee, a nonprofit corporation, an individual, a trustee, a private entity, another political subdivision, or an association of political subdivisions. Gov’t Code 609.103

“Plan administrator” means the person responsible for administering a deferred compensation plan. Gov’t Code 609.001(5)

Duties Regarding Qualified Vendors

A plan administrator shall:

1. Develop and implement criteria and procedures for evaluating a vendor’s application to become a qualified vendor. Gov’t Code 609.113(a)

2. Determine the minimum and maximum number of vendors that may be qualified vendors at any given time. Gov’t Code 609.114

3. Develop and implement requirements for qualified vendors and their employees concerning disclosure, reporting, standards of conduct, solicitation, advertising, relationships with participating employees, the nature and quality of services provided to those employees, and other matters. Gov’t Code 609.116
**Qualified Investment Product**

To be classified as a qualified investment product for a deferred compensation plan, an investment product must be approved by the plan administrator to receive investments under the plan. The approval of an investment product for a 457 plan must be in writing. A qualified investment product may be offered only by a qualified vendor of the deferred compensation plan. *Gov't Code 609.003*

**Roth Contribution Programs**

A district may, if authorized by federal law, establish a program in accordance with the applicable federal law under which an employee may designate all or a portion of the employee's contribution under a 457 plan as a Roth contribution at the time the contribution is made or convert all or a portion of the employee's previous contribution under the plan to a Roth contribution. *Gov't Code 609.1025*

**Annuities—Section 403(b)**

A district may enter into a salary reduction agreement only if the qualified investment product is an eligible qualified investment. *Art. 6228a-5, Sec. 5(a), Tex. Rev. Civ. Stat.*

**Definitions**

"Eligible qualified investment product" means a qualified investment product offered by a company that is eligible to offer the product under Texas Revised Civil Statutes Article 6228-5, Section 6. *Art. 6228a-5, Sec. 4(2), Tex. Rev. Civ. Stat.*

"Qualified investment product" means an annuity or investment that:

1. Meets the requirements of Section 403(b), Internal Revenue Code of 1986, and its subsequent amendments;
2. Complies with applicable federal insurance and securities laws and regulations; and

"Salary reduction agreement" means an agreement between a district and an employee to reduce the employee's salary for the purpose of making direct contributions to or purchases of a qualified investment product. *Art. 6228a-5, Sec. 4(5), Tex. Rev. Civ. Stat.*

**Eligible Company**

An insurance company is eligible to offer qualified investment products to the employees of districts under these provisions if the company satisfies the following criteria:

1. The company is licensed by the Texas Department of Insurance and is in compliance with minimum capital and surplus...
requirements, including applicable risk-based capital and surplus requirements prescribed by rules adopted by the department; and

2. The company has experience in providing qualified investment products and has a specialized department dedicated to the service of qualified investment products, as determined by the district.

A company that offers qualified investment products other than annuity contracts, including a company that offers custodial accounts under Section 403(b)(7), Internal Revenue Code of 1986, is eligible to offer qualified investment products to employees of educational institutions under these provisions.

Art. 6228a-5, Sec. 6(a), (b), Tex. Rev. Civ. Stat.

Payroll Deduction

To the greatest degree possible, districts that enter into a salary reduction agreement with employees shall require that contributions to eligible qualified investments be made by automatic payroll deduction and deposited directly in the investment accounts. Art. 6228a-5, Sec. 5(f), Tex. Rev. Civ. Stat.

Prohibitions

A district may not:

1. Refuse to enter into a salary reduction agreement with an employee if the qualified investment product that is the subject of the salary reduction is an eligible qualified investment, except as provided below at item 8 and Exceptions;

2. Require or coerce an employee’s attendance at any meeting at which qualified investment products are marketed;

3. Limit the ability of an employee to initiate, change, or terminate a qualified investment product at any time the employee chooses;

4. Grant exclusive access to an employee by discriminating against or imposing barriers to any agent, broker, or company that provides qualified investment products;

5. Grant exclusive access to information about an employee’s financial information, including information about an employee’s qualified investment products, to a company or agent or affiliate of a company offering qualified investment products unless the employee consents in writing to the access;

6. Accept any benefit from a company or from an agent or affiliate of a company that offers qualified investment products;
7. Use public funds to recommend a qualified investment product offered by a company or an agent or affiliate of a company that offers a qualified investment product; or

8. Enter into or continue a salary reduction agreement with an employee if the qualified investment product that is the subject of the salary reduction agreement is not an eligible qualified investment without first providing the employee with notice in writing that:
   a. Indicates the reason the subject of the salary reduction agreement is no longer an eligible qualified investment; and
   b. Clearly states that by signing the notice the employee is agreeing to enter into or continue the salary reduction agreement.

Exceptions

A district may refuse to enter into a salary reduction agreement with an employee if:

1. The eligible qualified investment product that is the subject of the salary reduction agreement is offered by a company that does not comply with the district's administrative requirements;

2. The district imposes the administrative requirements uniformly on all companies that offer eligible qualified investment products; and

3. The administrative requirements are necessary to comply with employer responsibilities imposed by:
   a. Section 403(b), Internal Revenue Code of 1986, and its subsequent amendments;
   b. Any other provision of the Internal Revenue Code of 1986 that applies to Section 403(b);
   c. Any regulation adopted in relation to a law described by item (a) or (b) that is effective after December 31, 2007; or
   d. Any change to Texas Revised Civil Statutes Article 6228a-5 that becomes effective after January 1, 2007.