

**LAKE TRAVIS I.S.D.**

**SALARY PLANS FOR**

**2007-2008**

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**LAKE TRAVIS**  
INDEPENDENT SCHOOL DISTRICT  
*Every heart. Every mind. Every day.*

Produced by the Department of Administrative and Human Services

## INTRODUCTION

The following pages outline the various salary plans and show the work-calendars for all employees of the District. These salary plans do not represent employee salaries for any year other than the 2007/2008 school year. **The District has no automatic step increase for any category of employees. All increases depend upon Board action at the time each new budget is adopted.**

Before each salary plan, there will be a short narrative explaining the plan and the use of it. It is important that these narratives are read carefully so no new employee is misled about what his or her salary will be upon becoming an employee of the District.

All part-time or short-year paraprofessional or professional employees (those on the pay grade system) will have their salaries prorated to reflect the part-time or short-year status for its duration. Sick leave and vacation days are also prorated for any part-time or short-year employee.

It is important to remember that **no** employee receives paid holidays nor paid vacation. If you look at the calendars, you will note that holidays are not numbered (therefore, are not paid days) and on the calendars for twelve-month employees, number of work days (paid days) plus the number of vacation days one can earn in a full year equals the total number of possible work days on that calendar. Other employee benefits such as TRS and health insurance are available only to employees who work at least 20 hours per week.

When hiring a new auxiliary/paraprofessional or administrative employee (those not tied into the teacher pay plan), it is important that the supervisor work closely with the human resources director in determining appropriate salaries so there is as much fairness as possible when the new employee's salary is compared to that of current employees with the same type of job and qualifications.

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## CUSTODIANS/MAINTENANCE/GROUNDS

The pay structure for these employees is set up so custodians are the base group and all others are indexed off that base. The steps do not represent years of experience, **nor are they automatic.** All salaries are hourly rates.

A full year for all in this group is 241 work days and runs July 1 through June 30.

| Position                                  | Step 0  | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|---|---------|---------|---------|---------|---------|---------|
| Maintenance Foreman                       | \$15.90 | \$16.21 | \$16.52 | \$16.83 | \$17.14 | \$17.50 |
| Maintenance                               | \$10.87 | \$11.09 | \$11.31 | \$11.53 | \$11.75 | \$12.00 |
| Grounds Foreman                           | \$12.66 | \$12.91 | \$13.16 | \$13.41 | \$13.66 | \$14.00 |
| Grounds and Movers                        | \$9.52  | \$9.72  | \$9.92  | \$10.12 | \$10.32 | \$10.64 |
| Technical Maintenance<br>(See HVAC Below) | \$15.75 | \$16.03 | \$16.35 | \$16.67 | \$17.00 | \$17.50 |
| Head Custodian                            | \$11.52 | \$11.75 | \$11.98 | \$12.21 | \$12.44 | \$12.75 |
| Custodian                                 | \$8.65  | \$8.83  | \$9.01  | \$9.19  | \$9.37  | \$10.10 |

**THESE ARE NOT GUARANTEED NOR AUTOMATIC STEPS.**

Subs: \$ 8.65/hr.  
 Students: \$ 8.65/hr.  
 Pager: \$ .50/hr.

### HVAC Staff

|  |                                 |
|--|---------------------------------|
| Apprentice (0 - 4 yrs. exp.)                               | \$ 15.75                        |
| Journeyman (4 - 7 yrs. exp.)                               | \$ 16.75                        |
| Senior (7 - 9 yrs. exp.)                                   | \$ 17.75                        |
| Master (7 yrs. min. plus state license issued by the TDLR) | \$ 17.75 - \$ 19.25 (see below) |
| Type I (small appliances)                                  | \$ 17.75                        |
| Type II (high pressure & very high pressure appliances)    | \$ 18.75                        |
| Type III (low pressure appliances)                         | \$ 18.75                        |
| Universal (Type I, II, III)                                | \$ 19.25                        |

## FOOD AND NUTRITION STAFF

For the current school year, food and nutrition (cafeteria) staff are set up on a 181-day calendar, three more days than the students are present. As student days vary, so will the number of days worked by this group of employees. The following table is for new employees only:

| 0 | \$8.65 |
|---|--------|
| 1 | \$8.82 |
| 2 | \$8.99 |
| 3 | \$9.25 |
| 4 | \$9.52 |
| 5 | \$9.80 |

Substitutes: \$ 8.65/hr.  
Students: \$ 8.65/hr.

## ELEMENTARY MONITORS

This group works 183 days, helping in the school office when not monitoring students in the cafeteria or on the playground. The following table is for new employees only:

| Years Transferable Experience | Hourly Rate |
|-------------------------------|-------------|
| 0                             | \$8.65      |
| 1                             | \$8.80      |
| 2                             | \$8.95      |
| 3                             | \$9.10      |
| 4                             | \$9.25      |
| 5                             | \$9.40      |

Substitute Pay: \$ 8.65/hr.

## BUS DRIVERS

Drivers work student days, which are 178 days for the current school year, and drivers with extra duties work additional days.

|   |         |
|---|---------|
|   |         |
| 0 | \$14.00 |
| 1 | \$14.16 |
| 2 | \$14.32 |
| 3 | \$14.50 |
| 4 | \$14.70 |
| 5 | \$15.00 |

Compensation for field trips = Driver's current rate

Substitutes and Trainees: \$ 9.00/hr. Prorated for number of hours

Trainer: additional \$ .50/hr

Team Leader: additional \$ .25/hr

## OTHER TRANSPORTATION POSITIONS

The number of workdays in a year varies from 178 for bus monitors to 241 for the mechanic positions.

| Staff                | Step 0  | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|----------------------|---------|---------|---------|---------|---------|---------|
| Monitor              | \$9.17  | \$9.35  | \$9.53  | \$9.80  | \$10.09 | \$10.60 |
| Mechanic*            | \$13.10 | \$13.40 | \$13.72 | \$14.05 | \$14.50 | \$15.00 |
| Mechanic Supervisor* | \$15.00 | \$15.36 | \$15.73 | \$16.14 | \$16.60 | \$17.20 |

\*An additional \$.10 is earned for every ASE certification test passed (up to six tests).

## **PAY GRADE SYSTEM**

### **Explanation**

The basic goal of the pay grade system is to pay employees fair salaries for what the job is worth (equal pay for equal work) based on skills needed, responsibilities, authority, complexity, experience, duty days, education, training time, amount of supervision required, and availability of replacements. "Fairness" takes into account both internal equity (comparison pay within the District) and external equity (pay compared to the outside market).

Jobs with similar worth are classified together in pay grades, with each pay grade having a minimum salary, a midpoint, and a maximum. The average salary paid for similar job-worth in the marketplace becomes the midpoint of the pay grade. The minimum and the maximum are optimally within a 20% variance of midpoint (average job rate). Also, in the ideal situation, there is a 10 - 15% progression in midpoints from one pay grade to the next.

When raises are given in a pay grade system, three things may happen:

1. The "box" (minimum, midpoint and maximum) for each pay grade is moved up a minimum of 2% to recognize inflation and changes in the marketplace.
2. Each employee should receive a Cost of Living increase. A percent increase is given to each employee. This is tied in to #1 above.
3. The remainder of the raise above the COL increase may be a percent of the midpoint for each pay grade.

Optimally, when new employees are hired in a pay grade, even with the best of skills and experience, they would not be brought in at more than the midpoint. We would have to look at equity with the pay of current employees.

Because of changes in job duties and the marketplace, pay grade classifications should be reviewed periodically. If a supervisor feels a change in classification is needed, he/she should contact the Director of Human Resources since a total review of all pay grades may be needed.

## Pay Grade 1

| <u>Positions Included</u> | <u>Days Worked</u> |
|---------------------------|--------------------|
| Receptionists             | 188                |
| Library Aides             | 183                |
| Workroom Aides            | 188, 193           |

|          |              |
|----------|--------------|
| Minimum  | \$ 81.75/da. |
| Midpoint | 107.55       |
| Maximum  | 133.35       |

Suggested guidelines follow:

| <b>Years<br/>Transferable<br/>Experience</b> | <b>Daily<br/>Rate</b> |
|--|-----------------------|
| 0  | \$81.75               |
| 1  | \$83.35               |
| 2  | \$85.00               |
| 3  | \$86.65               |
| 4  | \$88.35               |
| 5  | \$90.05               |

## Pay Grade 2

| <u>Positions Included</u>           | <u>Days Worked</u> |
|-------------------------------------|--------------------|
| Classroom Aides                     | 188                |
| Day Care Workers                    | 191                |
| District Mail Clerk                 | 226                |
| Clerical Positions at Schools/Depts | 188, 193, 207      |

|          |              |
|----------|--------------|
| Minimum  | \$ 87.90/da. |
| Midpoint | 113.70       |
| Maximum  | 139.50       |

Suggested guidelines follow:

| Years Transferable Experience | Daily Rate |
|-------------------------------|------------|
| 0                             | \$87.90    |
| 1                             | \$89.50    |
| 2                             | \$91.10    |
| 3                             | \$92.70    |
| 4                             | \$94.40    |
| 5                             | \$97.00    |

### Pay Grade 3

| <u>Positions Included</u>               | <u>Days Worked</u> |
|---|--------------------|
| Elementary Attendance/PEIMS             | 194                |
| High School Finance Clerk               | 198                |
| Middle School Registrar                 | 207                |
| Payroll Clerk (Finance)                 | 226                |
| Accounting Clerk (Finance)              | 226                |
| Secondary School Attendance Secretaries | 193                |
| Secretary/Dispatcher (Transportation)   | 193                |
| Routing Specialist (Transportation)     | 218                |

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|          |               |
|----------|---------------|
| Minimum  | \$ 104.25/da. |
| Midpoint | 125.93        |
| Maximum  | 147.60        |

Suggested guidelines follow:

| Years Transferable Experience | Daily Rate |
|-------------------------------|------------|
| 0                             | \$104.25   |
| 1                             | \$106.25   |
| 2                             | \$108.30   |
| 3                             | \$110.39   |
| 4                             | \$112.37   |
| 5                             | \$114.57   |

## Pay Grade 4

| <u>Positions Included</u>                       | <u>Days Worked</u> |
|---|--------------------|
| Principals' Secretaries                         | 218, 226           |
| Purchasing Agent (Finance)                      | 226                |
| High School Registrar                           | 226                |
| Administrative Secretaries (CO: Ast. Supt/Dir.) | 226                |
| Benefits/Electronic Data Coordinator (HR)       | 226                |
| Payroll Supervisor (Finance)                    | 226                |
| Accounts Payable (Finance)                      | 226                |
| Textbook/PEIMS Coordinator (Curr.)              | 226                |

|          |               |
|----------|---------------|
| Minimum  | \$ 108.00/da. |
| Midpoint | 139.00        |
| Maximum  | 170.00        |

Suggested guidelines follow:

| Years<br>Transferable<br>Experience | Daily<br>Rate |
|-------------------------------------|---------------|
| 0                                   | \$108.00      |
| 1                                   | \$110.10      |
| 2                                   | \$112.20      |
| 3                                   | \$114.36      |
| 4                                   | \$116.56      |
| 5                                   | \$118.82      |

## Pay Grade 5

| <u>Positions Included</u>                 | <u>Days Worked</u> |
|---|--------------------|
| Health Care Professionals (LVN) positions | 185                |
| Admin. Asst./Help Desk Support            | 226                |
| Campus Technology Assistant               | 190                |

|          |               |
|----------|---------------|
| Minimum  | \$ 123.16/da. |
| Midpoint | 155.78        |
| Maximum  | 188.40        |

Suggested guidelines follow:

| Years Transferable Experience | Daily Rate |
|-------------------------------|------------|
| 0                             | \$123.16   |
| 1                             | \$125.30   |
| 2                             | \$127.44   |
| 3                             | \$129.62   |
| 4                             | \$131.84   |
| 5                             | \$134.13   |

## Pay Grade 6a

| <u>Positions Included</u> | <u>Days Worked</u> |
|---------------------------|--------------------|
| Day Care Manager          | 196                |
| Computer Technicians      | 226                |

|          |               |
|----------|---------------|
| Minimum  | \$ 148.25/da. |
| Midpoint | 187.50        |
| Maximum  | 226.75        |

Suggested guidelines follow:

| Years Transferable Experience | Daily Rate |
|-------------------------------|------------|
| 0                             | \$148.25   |
| 1                             | \$151.14   |
| 2                             | \$154.03   |
| 3                             | \$157.00   |
| 4                             | \$160.03   |
| 5                             | \$163.07   |

### **Pay Grade 6b**

| <u>Positions Included</u>                      | <u>Days Worked</u> |
|--|--------------------|
| Database System Administrator                  | 226                |
| Administrative Assistant to the Superintendent | 226                |

|          |               |
|----------|---------------|
| Minimum  | \$ 182.31/da. |
| Midpoint | 230.33        |
| Maximum  | 278.35        |

### **Pay Grade 6c**

| <u>Positions Included</u> | <u>Days Worked</u> |
|---------------------------|--------------------|
| Network Administrator     | 226                |

|          |               |
|----------|---------------|
| Minimum  | \$ 208.06/da. |
| Midpoint | 263.05        |
| Maximum  | 318.03        |

## Pay Grade 7a

|                                |                    |
|--------------------------------|--------------------|
| <u>Positions Included</u>      | <u>Days Worked</u> |
| Teachers with bachelors degree | 188                |
| Minimum                        | \$ 207.45/da.      |
| Midpoint                       | 262.61             |
| Maximum                        | 317.77             |

The following teacher basic pay plan is valid only for the 2007/08 school year. When entering into hiring for the 2008/09 school year, this plan can only be used to show the applicant what his/her salary would have been had he/she been here for the 2007/08 school year.

| <u>Completed Years as of 08/01/07</u> | <u>188-Day Salary</u> |  |
|---------------------------------------|-----------------------|--|
| 0                                     | 39,000                |  |
| 1                                     | 39,610                |  |
| 2                                     | 40,220                |  |
| 3                                     | 40,830                |  |
| 4                                     | 41,440                |  |
| 5                                     | 42,050                |  |
| 6                                     | 42,660                |  |
| 7                                     | 43,270                |  |
| 8                                     | 43,880                |  |
| 9                                     | 44,490                |  |
| 10                                    | 45,100                |  |
| 11                                    | 45,710                |  |
| 12                                    | 46,320                |  |
| 13                                    | 46,930                |  |
| 14                                    | 47,540                |  |
| 15                                    | 48,150                |  |
| 16                                    | 48,760                |  |
| 17                                    | 49,370                |  |
| 18                                    | 49,980                |  |
| 19                                    | 50,590                |  |
| 20                                    | 51,200                |  |
| 21                                    | 51,810                |  |
| 22                                    | 52,420                |  |
| 23                                    | 53,030                |  |
| 24                                    | 53,640                |  |
| 25                                    | 54,250                |  |
| 26                                    | 54,860                |  |
| 27                                    | 55,470                |  |
| 28                                    | 56,080                |  |
| 29                                    | 56,690                |  |
| 30                                    | 57,300                |  |
| 31                                    | 57,910                |  |
| 32                                    | 58,520                |  |
| 33                                    | 59,130                |  |
| 34+                                   | 59,740                |  |

Note: The District has no automatic step increase for any category of employee. All increases depend upon Board action at the time each new budget is adopted. Maximum pay step in the district, as approved by the Board, is Step 34.

### Pay Grade 7b

|                                |                    |                          |                    |
|--------------------------------|--------------------|--------------------------|--------------------|
| <u>Positions Included</u>      | <u>Days Worked</u> | <u>Position Included</u> | <u>Days Worked</u> |
| Teachers with masters + degree | 188                | Auditorium Manager       | 207                |
|                                |                    | Minimum                  | \$ 213.49/da.      |
|                                |                    | Midpoint                 | 268.65             |
|                                |                    | Maximum                  | 323.81             |

The following teacher basic pay plan is valid **only** for the 2007/08 school year. When entering into hiring for the 2008/09 school year, this plan can only be used to show the applicant what his/her salary would have been had he/she been here for the 2007/08 school year.

| <u>Completed Years as of 08/01/07</u> | <u>188-Day Salary</u> |
|---------------------------------------|-----------------------|
| 0                                     | 40,136                |
| 1                                     | 40,746                |
| 2                                     | 41,356                |
| 3                                     | 41,966                |
| 4                                     | 42,576                |
| 5                                     | 43,186                |
| 6                                     | 43,796                |
| 7                                     | 44,406                |
| 8                                     | 45,016                |
| 9                                     | 45,626                |
| 10                                    | 46,236                |
| 11                                    | 46,846                |
| 12                                    | 47,456                |
| 13                                    | 48,066                |
| 14                                    | 48,676                |
| 15                                    | 49,286                |
| 16                                    | 49,896                |
| 17                                    | 50,506                |
| 18                                    | 51,116                |
| 19                                    | 51,726                |
| 20                                    | 52,336                |
| 21                                    | 52,946                |
| 22                                    | 53,556                |
| 23                                    | 54,166                |
| 24                                    | 54,776                |
| 25                                    | 55,386                |
| 26                                    | 55,996                |
| 27                                    | 56,606                |
| 28                                    | 57,216                |
| 29                                    | 57,826                |
| 30                                    | 58,436                |
| 31                                    | 59,046                |
| 32                                    | 59,656                |
| 33                                    | 60,266                |
| 34+                                   | 60,876                |

Note: The District has no automatic step increase for any category of employee. All increases depend upon Board action at the time each new budget is adopted. Maximum pay step in the district, as approved by the Board, is Step 34.

### Pay Grade 7c

| <u>Positions Included</u>   | <u>Days Worked</u>                        |
|-----------------------------|---|
| School Nurse (RN) positions | 185                                       |
| Minimum                     |   |
| Midpoint                    | At appropriate teacher basic pay adjusted |
| Maximum                     | for number of days                        |

### Pay Grade 7d

| <u>Positions Included</u> | <u>Days Worked</u>                        |
|---------------------------|---|
| Librarians                | 196                                       |
| Minimum                   |   |
| Midpoint                  | At appropriate teacher basic pay adjusted |
| Maximum                   | for number of days, plus \$500            |

### Pay Grade 7e

| <u>Positions Included</u>    | <u>Days Worked</u>   |
|------------------------------|--|
| Counselors                   | 198 or 207   |
| Educational Diagnosticians   | 198  |
| Special Ed. Assessment       | 198  |
| Occupational Therapist       | 188  |
| Physical Therapist           | 188  |
| Speech Therapist             | 188  |
| Special Services Coordinator | 218  |
| Minimum                      | At appropriate teacher basic pay adjusted  |
| Midpoint                     | for number of days, plus \$1,000 for 207   |
| Maximum                      | da., \$957 for 198 da., or \$908 for 188 da.<br>(Further adjusted for % of day). |

### **Pay Grade 8**

| <u>Positions Included</u> | <u>Days Worked</u> |
|---------------------------|--------------------|
| Assistant Principals      | 218                |
| HS Athletic Coordinator   | 226                |

|          |               |
|----------|---------------|
| Minimum  | \$ 234.00/da. |
| Midpoint | 299.50        |
| Maximum  | 365.00        |

### **Pay Grade 9**

| <u>Positions Included</u>                | <u>Days Worked</u> |
|--|--------------------|
| Elementary Principals                    | 218                |
| Middle School Principal                  | 218                |
| Directors (no degree required positions) | 226, 241           |
| High School Associate Principals         | 226                |

|          |               |
|----------|---------------|
| Minimum  | \$ 280.00/da. |
| Midpoint | 360.00        |
| Maximum  | 440.00        |

### **Pay Grade 10**

| <u>Positions Included</u>             | <u>Days Worked</u> |
|---------------------------------------|--------------------|
| High School Principal                 | 226                |
| Directors (degree-required positions) | 226                |
| Executive Directors                   | 226                |
| Minimum                               | \$ 309.00/da.      |
| Midpoint                              | 404.50             |
| Maximum                               | 500.00             |

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### **Pay Grade 11**

| <u>Positions Included</u> | <u>Days Worked</u> |
|---------------------------|--------------------|
| Assistant Superintendents | 226                |
| Deputy Superintendent     | 226                |
| Minimum                   | \$ 442.48          |
| Midpoint                  | 538.74             |
| Maximum                   | 635.00             |

## **Substitute Pay Scale**

Lake Travis ISD

2007-2008

Substitutes working 10 or fewer consecutive school days for the same teacher will be paid according to the following schedule.

|                                  |               |
|----------------------------------|---------------|
| Non-Certified Substitute Teacher | \$ 85 per day |
| Certified Substitute Teacher     | \$ 90 per day |

Substitutes working longer than 10 consecutive school days for the same teacher will be paid according to the following schedule.

|                                  |               |
|----------------------------------|---------------|
| Non-Certified Substitute Teacher | \$ 90 per day |
| Certified Substitute Teacher     | \$ 95 per day |

Substitutes working longer than 10 consecutive school days for the same teacher who is teaching in a Texas state critical shortage area will be paid according to the following schedule.

|  |                |
|--|----------------|
| Non-Certified Substitute Teacher                           | \$ 90 per day  |
| Certified Substitute Teacher                               | \$ 95 per day  |
| Substitute Teacher Certified in the Critical Shortage Area | \$ 115 per day |

*Note: Current critical shortage areas include:*

1. *Bilingual / ESL*
2. *Science*
3. *Special Education*
4. *Foreign Languages (Languages other than English)*
5. *Mathematics*
6. *Technology Applications*

Auxiliary and Day Care Substitutes = \$85 per day

Food Service, Elementary Monitor, Custodian Substitutes = \$ 8.65 per hour (Student Workers = \$ 8.40 per hour)

Bus Driver Trainees and Substitutes = \$9.00 per hour