



Administrative Procedures Guide
Employee Compensation Plan

Millsap
Independent School District

2026-2027

Administrative Procedures Guide

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Pay System Procedures

A. District Pay Plan

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

- *Professional salary schedules for teachers*
- *Administrative/Professional pay structure*
- *Clerical/Technical pay structure*
- *Auxiliary pay structure*

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

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

B. Job Classification

(1) Purpose and Authority

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

(2) Reclassification of Positions

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

(3) Pay Rate Adjustments for Job Reclassification

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

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

(4) Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor or the Business Office. Reviews will be conducted as follows:

- (a) The immediate supervisor may request a job classification review according to the schedule and procedures designated by the Business Office. Job classification reviews are initiated in February of each year. Requests for unscheduled classification reviews must be approved by the Superintendent before the request is submitted to the Business Office.
- (b) The supervisor must submit a Request for Job Classification Review to the Business Office. The request must be approved by the appropriate department head or campus administrator.
- (c) The Business Office will review the request, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, interviewing the supervisor or employee(s), or analyzing external job market information.
- (d) The Business Office will evaluate the job placement and prepare a written recommendation for pay grade assignment for the Superintendent's review.
- (e) The Business Office will notify the supervisor and the employee of the pay grade assignment after the Superintendent's review and approval.

(5) Classification of New Positions

New positions must have a written job description. The Business Office will recommend to the Superintendent the pay grade classification of new positions based on the job description, consultation with the job supervisor, and the external job market. New positions must be classified in the pay system prior to hiring new employees.

C. Exemption Status

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

D. General Pay Increases

(1) Eligibility for General Pay Increase

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

An employee's performance must be satisfactory to receive a pay increase unless exceptions are granted by the board.

Employees must have worked for the district for at least 90 days to be eligible for a general pay increase.

(2) Pay Increase Budget

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

(3) General Pay Increase Calculation

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

Superintendent may adjust individual salaries based on job performance and the competitive job market.

Example: Range Midpoint x Percent Increase = Pay Increase

Clerical / Technical

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

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

(4) Retroactive Pay

At any time during the school year, the District reserves the right to retroactively increase employee pay, given total revenue exceeds the current budget expectations.

E. Average Daily Attendance Incentive

(1) Rules and Policies

- (a) The payments will occur in December if the contingency is met.
- (b) The Fall Semester payment will be contingent upon meeting budgeted Average Daily Attendance (ADA) for all school days up to the date of calculation (December 1). The Board designates authority to the Superintendent to adjust the incentive amount in the event the District ADA goal is not met. Not to exceed five hundred (\$500) dollars per full time employee/two hundred fifty (\$250) dollars per part time employee.
- (c) In order to be eligible for the Fall Semester payment, an employee must be employed by the district on or before December 1st through the last day of the Fall Semester with the amount of incentive prorated based on the number of days employed during the Fall Semester divided by the total number of student days in the Fall Semester.
- (d) A full time employee is an employee who works at least 32 hours per week.
- (e) A part time employee is an employee who works at least 20 hours up to 31 hours per week.
- (f) Full time employees will receive a payment of up to \$500.00 (before taxes) ADA Incentive pay.
- (g) Part time employees will receive up to \$250.00 (before taxes) ADA Incentive pay.
- (h) All payments will be subject to all State and Federal withholdings.
- (i) Individuals who are not full time, that work as a teacher or employee in the Millsap After School Program, are not eligible.
- (j) Substitutes (including substitute teachers, substitute bus drivers, substitute custodians, etc.) are not eligible.

F. Staff Attendance Incentive

- The time period for the attendance incentive will be from the 1st staff day of the instructional year (per the adopted calendar) through the end of the pay period in May. (i.e., Aug 1 – May 3)
- The attendance incentive will be paid in May. It will be separate from the regular May paycheck.
- The incentive amount each employee earns will be based on the table below: (i.e., if an exempt 11-month employee uses 3.5 state and/or local days during the time period, \$500 will be paid)
- Part-time employees will get ½ of the stated amount.
- In order to be eligible for the May payment, an employee must be employed by the district on or before April 1st through the last day of the Spring semester with the amount of incentive prorated based on the number of days employed during the Spring semester divided by the total number of student days in the Spring semester.

<u>Exempt Number of State/Local Absences</u>		
10/11 month	0-2	2.5-4
12 month	0-3	3.5-5
	\$800	\$500

<u>Nonexempt Number of State/Local Absences</u>		
10/11 month	0-2	2.5-4
12 month	0-3	3.5-5
	\$400	\$250

G. 457 Longevity Match

The 457 Match will be contingent on finishing school year at or above original budgeted ADA. If less, the Board will determine matching percentage not to exceed 1%.

- (a) In order to be eligible for the match, an individual must be employed by the district on the last day of the school calendar year, worked 90 or more days, and contributed to the 457 plan.
- (b) Employees who meet TRS eligibility are eligible for the district match.
- (c) Up to a 1% match of annualized salary will be deposited into the matching account in the month of August before the end of the fiscal year.
- (d) Individuals who work part time in the Millsap After School Program are not eligible.
- (e) Substitutes (including substitute teachers, substitute bus drivers, substitute custodians, etc.) are not eligible.

(f) Participating employees will be vested in district contributions as follows:

- After 2 years in district – 20%
- After 3 years in district – 40%
- After 4 years in district – 60%
- After 5 years in district – 80%
- After 6 years in district – 100%

H. Unused Leave Incentive at Retirement

An employee who retires from the District shall be eligible for reimbursement for unused state leave up to a maximum of \$10,000 under the following conditions (Superintendent is excluded if contract pays unused leave):

- (a) The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
- (b) The employee has at least five years of service with the District.
- (c) If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.
- (d) The District shall use the following chart to determine the amount of leave for which an employee is reimbursed:

Years of Service with Millsap ISD	Percentage of Accumulated Leave Days
10 or more	100
9 or more	90
8 or more	80
7 or more	70
6 or more	60
5 or more	50

(e) For professional employees, the rates of reimbursement shall be as follows:

- a. For state leave days accumulated while continuously employed by the District, the daily rate of pay of a certified substitute.
- b. For state leave days accumulated prior to continuous employment with the District, one-half the daily rate of pay of a certified substitute.

(f) For all other eligible employees, the rates of reimbursement shall be as follows:

- a. For state leave days accumulated while continuously employed by the District, the daily rate of pay of a non-degreed substitute.
- b. For state leave days accumulated prior to continuous employment with the District, one-half the daily rate of pay of a non-degreed substitute.

I. Placement of External New Hires

(1) Professional Hiring Schedules

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

(2) Administrative / Professional Pay Structure

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

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

- (a) New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special circumstances.
- (b) Placement of a new hire may not exceed pay rates of other employees in the same job title with similar experience.
- (c) Recommended placement for new hires will be determined by the Business Office as follows:
 1. 1 percent above minimum for each year of creditable teaching experience up to the hiring limit (a)
 2. 1.5 percent above minimum for each year of administrative or job-specific experience up to the hiring limit (a)
- (d) New hire placement recommendations may be adjusted from these experience formulas as deemed necessary by the Business Office for hard-to-fill positions.
- (e) No employee may be placed below the minimum of the range.

(3) Clerical / Technical and Auxiliary Pay Structure

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

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

- (a) New hires may be placed up to the pay range midpoint based on relevant job experience. Exceptions may be made by the Superintendent in special circumstances.
- (b) Placement of a new hires may not exceed pay rates of other employees in the same job title with similar experience.
- (c) New hires will be placed in the pay range at:
 - 1 percent above minimum for each year of verified job experience up to the hiring limit (b).
- (d) New hire placement may be adjusted from this formula as deemed necessary by the Human Resource Department for hard-to-fill positions.
- (e) No employee may be placed below the minimum of the range.
- (f) New hires may not be placed above the midpoint unless approved by the Superintendent.

J. Promotion Increases

(1) Promotion Defined

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

(2) Promotion Increase for the Administrative / Professional Pay Structure

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

- (a) A pay increase for a promotion of one pay grade level will be 8 percent of the new range midpoint.
- (b) A pay increase for a promotion of two pay grade levels will be 10 percent of the new range midpoint.
- (c) A pay increase for a promotion of three or more pay grade levels will be 12 percent of the new range midpoint.
- (d) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (e) Promotion increases may be reduced if another employee with more

experience in the same job title is paid less.

- (f) A teacher or other professional employee who moves from a different salary schedule to the administrative / professional pay structure will be given credit for experience according to the procedure for Placement of New Hires (I.2.) up to a limit of 8 percent of the new range midpoint.
- (g) The promotion increase for a teacher promoted to an administrative/professional position will be added to the base salary plus stipends for teaching assignments. Stipends for extra-duty assignments will not be included.

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

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

- (a) If the employee's current base pay rate is less than the midpoint for the new job, the increase shall be 8 percent of the new midpoint.
- (b) If the employee's current base pay rate is greater than the midpoint for the new position, the increase shall be 6 percent of the new midpoint.
- (c) No employee will be paid less than the minimum or more than the maximum of the new pay range.
- (d) Promotion increases may be reduced if an employee with more experience in the same job title is paid less.

K. Movement to a Lower Pay Grade

(1) Pay Adjustments

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

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

L. Adjusting Pay-Range Structures

(1) Annual Review of Pay Ranges

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

M. Reinstatement After Break-in-Service

An employee who is rehired following a break-in-service that is less than 12 months shall be reinstated at the same rate previously paid if hired for the same or equivalent position. If rehired for a different position or rehired following a break-in-service greater than 12 months, the employee will be placed according to procedures for new hires.

N. Less than Full Time Pay

Teachers teaching an average of 2 hours or more per day but less than an average of 4 hours per day, will be paid ½ of conference period. Teachers teaching an average of 4 hours or more per day will be paid a full conference period. A stipend equal to ½ of a period will be paid to half time employees without a conference period. Pay will be based on the number of classes taught + calculated conference.

O. District of Innovation and Pay

Millsap ISD is a District of Innovation (DOI). As a DOI, the days on the school calendar may vary from the State 187 days.

- (1) Professionals: Teachers, Nurses (RN), Librarians
Daily rate may vary, but annualized salary will be based on 187 days regardless of days in calendar. Additional work days are paid at a daily rate as if they worked 187-day calendar (annual pay/187).
- (2) Administrative / Professional employees work a set number of days and are not impacted by the school year calendar.
- (3) Clerical/Technical employees are paid a daily rate which causes the annualized pay to fluctuate. Every effort will be made to keep anyone from having a reduction in pay.
- (4) Auxiliary employees are paid a daily/hourly rate. Those who are tied to school calendar will see their annualized pay fluctuate. Every effort will be made to keep anyone from having a reduction in pay.

P. Teacher Incentive Allotment Pay

For any funds received by Millsap ISD for a designated teacher under the Teacher Incentive Allotment (TIA),

(100) percent will be paid to the designated teacher.

Should the district receive funding for a designated teacher who has resigned or retired, the district will forward the payment to the resigned or retired designated teacher.

MILLSAP ISD		
TEACHER SALARY SCHEDULE		
2026-2027		
Pay Step	187	207
00 UnCert	\$ 49,000	\$ 54,241
00	\$ 49,403	\$ 54,686
01	\$ 49,812	\$ 55,139
02	\$ 50,224	\$ 55,595
03	\$ 52,974	\$ 58,639
04	\$ 53,553	\$ 59,280
05	\$ 58,295	\$ 64,529
06	\$ 59,000	\$ 65,310
07	\$ 59,829	\$ 66,227
08	\$ 60,625	\$ 67,109
09	\$ 61,586	\$ 68,172
10	\$ 62,561	\$ 69,252
11	\$ 63,490	\$ 70,280
12	\$ 64,404	\$ 71,292
13	\$ 65,323	\$ 72,309
14	\$ 66,207	\$ 73,288
15	\$ 67,106	\$ 74,283
16	\$ 68,022	\$ 75,297
17	\$ 68,953	\$ 76,327
18	\$ 69,901	\$ 77,377
19	\$ 70,865	\$ 78,444
20	\$ 71,646	\$ 79,308
21	\$ 72,446	\$ 80,194
22	\$ 73,444	\$ 81,299
23	\$ 74,460	\$ 82,423
24	\$ 75,545	\$ 83,624
25	\$ 76,615	\$ 84,809
26+	\$ 77,704	\$ 86,014

Certification and teaching in secondary math is an additional \$3,000 per teacher (Texas shortage area compensation- defined by TEA and experienced by MISD)

Masters degree is an additional \$1,000 per teacher *may be prorated* (Must provide official transcript)

District to cover cost of ESL certification completion

Salary schedules are developed for one year only.
Future salaries cannot be predicted from this schedule.

Administrative/Professional Pay Structure			
2026-2027			
Pay Grade 1			
	Minimum	Midpoint	Maximum
Daily	\$ 303.37	\$ 364.87	\$ 426.38
174	\$ 52,786.00	\$ 63,488.00	\$ 74,190.00
189	\$ 57,336.52	\$ 68,961.10	\$ 80,585.69
193	\$ 58,549.99	\$ 70,420.60	\$ 82,291.21
Counselor	Communications Officer	District Nurse	
Pay Grade 2			
	Minimum	Midpoint	Maximum
Daily	\$ 322.91	\$ 388.78	\$ 454.65
174	\$ 56,187	\$ 67,648	\$ 79,109
193	\$ 62,322	\$ 75,035	\$ 87,747
208	\$ 67,166	\$ 80,867	\$ 94,567
Assistant Principal	Federal Programs Specialist		
Pay Grade 3			
	Minimum	Midpoint	Maximum
Daily	\$ 356.68	\$ 426.65	\$ 496.62
174	\$ 62,062	\$ 74,237	\$ 86,411
193	\$ 68,839	\$ 82,343	\$ 95,847
208	\$ 74,189	\$ 88,743	\$ 103,296
Principal- Elementary School	CCMR Specialist		
Pay Grade 4			
	Minimum	Midpoint	Maximum
Daily	\$ 378.93	\$ 453.80	\$ 528.66
174	\$ 65,934	\$ 78,961	\$ 91,987
193	\$ 73,134	\$ 87,583	\$ 102,032
208	\$ 78,818	\$ 94,390	\$ 109,962
Principal- Middle School			
Pay Grade 5			
	Minimum	Midpoint	Maximum
Daily	\$ 385.08	\$ 465.14	\$ 545.19
174	\$ 67,003	\$ 80,934	\$ 94,864
193	\$ 74,320	\$ 89,771	\$ 105,222
208	\$ 80,096	\$ 96,748	\$ 113,400
Principal- High School	Executive Director of Finance		
Pay Grade 6			
	Minimum	Midpoint	Maximum
Daily	\$ 411.90	\$ 497.57	\$ 584.00
174	\$ 71,671	\$ 86,577	\$ 101,616
193	\$ 79,497	\$ 96,031	\$ 112,712
208	\$ 85,675	\$ 103,494	\$ 121,472
Executive Director of Operations	Athletic Director		
Pay Grade 7			
	Minimum	Midpoint	Maximum
Daily	\$ 455.88	\$ 547.55	\$ 642.15
174	\$ 79,324	\$ 95,273	\$ 111,734
193	\$ 87,985	\$ 105,677	\$ 123,935
208	\$ 94,824	\$ 113,890	\$ 133,567
Deputy Superintendent			
Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule			

AUXILIARY PAY STRUCTURE			
2026-2027			
Pay Grade 1			
	Minimum	Midpoint	Maximum
Hourly	\$ 13.24	\$ 15.45	\$ 17.64
Daily	\$ 105.91	\$ 123.57	\$ 141.15
169	\$ 8,949.32	\$ 10,441.53	\$ 11,926.87
174	\$ 18,428.19	\$ 21,500.91	\$ 24,559.47
Bus Monitor (4 hours)	Child Nutrition Worker		
Pay Grade 2			
	Minimum	Midpoint	Maximum
Hourly	\$ 14.25	\$ 16.71	\$ 19.16
Daily	\$ 113.99	\$ 133.66	\$ 153.24
225	\$ 25,646.88	\$ 30,073.68	\$ 34,480.08
Custodian			
Pay Grade 3			
	Minimum	Midpoint	Maximum
Hourly	\$ 15.39	\$ 18.64	\$ 21.88
Daily	\$ 123.13	\$ 149.13	\$ 175.05
171	\$ 21,055.57	\$ 25,501.81	\$ 29,933.89
225	\$ 27,704.70	\$ 33,555.02	\$ 39,386.70
Child Nutrition Manage	Custodian Supervisor		
Pay Grade 4			
	Minimum	Midpoint	Maximum
Hourly	\$ 19.82	\$ 25.15	\$ 30.46
Daily	\$ 158.55	\$ 201.16	\$ 243.68
214	\$ 33,929.75	\$ 43,048.55	\$ 52,146.95
Maintenance Worker			
Pay Grade 5			
	Minimum	Midpoint	Maximum
Hourly	\$ 19.54	\$ 22.31	\$ 25.08
Daily (4 hr)	\$ 78.16	\$ 89.24	\$ 100.32
169	\$ 13,209.04	\$ 15,081.56	\$ 16,953.81
Bus Driver (4 hours)			
Pay Grade 6			
	Minimum	Midpoint	Maximum
Hourly	\$ 21.92	\$ 26.01	\$ 30.10
Daily	\$ 175.34	\$ 208.06	\$ 240.78
185	\$ 32,438.51	\$ 38,491.71	\$ 44,544.91
Reserved for Future Use			
Pay Grade 7			
	Minimum	Midpoint	Maximum
Hourly	\$ 29.57	\$ 35.08	\$ 40.58
Daily	\$ 236.57	\$ 280.61	\$ 324.64
208	\$ 49,206.69	\$ 58,366.29	\$ 67,525.89
Directors- Child Nutrition, Custodial, Maintenance, Transportation			
Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule			

Clerical/Technical Pay Structure			
2026-2027			
Pay Grade 1			
	Minimum	Midpoint	Maximum
Hourly	\$ 13.03	\$ 15.85	\$ 18.69
Daily	\$ 104.20	\$ 126.82	\$ 149.53
174	\$ 18,131.03	\$ 22,067.51	\$ 26,018.15
Aide- Special Education		Aide- Library	
Pay Grade 2			
	Minimum	Midpoint	Maximum
Hourly	\$ 13.95	\$ 16.97	\$ 19.99
Daily	\$ 111.62	\$ 135.79	\$ 159.96
174	\$ 19,421.86	\$ 23,627.38	\$ 27,832.90
Aide- PreK		Aide- Life Skills	
Pay Grade 3			
	Minimum	Midpoint	Maximum
Hourly	\$ 15.25	\$ 19.20	\$ 23.14
Daily	\$ 121.96	\$ 153.58	\$ 185.12
189	\$ 23,051.06	\$ 29,027.38	\$ 34,987.46
Campus Administrative Assistant			
Pay Grade 4			
	Minimum	Midpoint	Maximum
Hourly	\$ 16.30	\$ 20.53	\$ 24.76
Daily	\$ 130.40	\$ 164.26	\$ 198.11
189	\$ 24,645.82	\$ 31,044.38	\$ 37,442.94
Registrar			
Pay Grade 5			
	Minimum	Midpoint	Maximum
Hourly	\$ 16.87	\$ 25.48	\$ 34.07
Daily	\$ 134.97	\$ 203.82	\$ 272.58
174	\$ 23,484.64	\$ 35,464.00	\$ 47,429.20
193	\$ 26,049.06	\$ 39,336.51	\$ 52,608.25
Computer Technician I		Campus Nurse, LVN	
Pay Grade 6			
	Minimum	Midpoint	Maximum
Hourly	\$ 19.70	\$ 29.76	\$ 39.80
Daily	\$ 157.64	\$ 238.08	\$ 318.44
189	\$ 29,793.12	\$ 44,997.12	\$ 60,184.32
193	\$ 30,423.66	\$ 45,949.44	\$ 61,458.06
208	\$ 32,788.20	\$ 49,520.64	\$ 66,234.60
Superintendent Administrative Assistant		Computer Technician II	
District PEIMS		Business Office Specialist	
Pay Grade 7			
	Minimum	Midpoint	Maximum
Hourly	\$ 21.03	\$ 32.54	\$ 44.02
Daily	\$ 168.28	\$ 260.32	\$ 352.20
189	\$ 31,804.08	\$ 49,200.48	\$ 66,564.96
193	\$ 32,477.18	\$ 50,241.76	\$ 67,973.74
208	\$ 35,001.32	\$ 54,146.56	\$ 73,256.68
District Administrative Assistant			
Salary schedules are developed for one year only. Future salaries cannot be predicted from this schedule			

**Extra Duty Stipends
2026-2027**

Position	Stipend
UIL Athletic	
Academic Coach	3800
Baseball Head	6500
Baseball Asst	2800
Basketball Head	6800
Basketball Asst	3800
Cross Country Head	3800
Cross Country Asst	2800
Sports Coordinator- Offense & Defense	5800
Floater- Extra Coach	3800
Football Asst	5000
Game Day Operations	3800
Girls Coordinator	6500
Golf Head	3800
MYA Liaison	5000
MYA Coordinator	2000
Personal Improvement- MHS & MMS	3800
Powerlifting Head	3800
Powerlifting Asst	2800
Softball Head	6500
Softball Asst	2800
Strengthening & Conditioning Asst	3800
Tennis Head	5300
Tennis Asst	2800
Track Head	6500
Track Asst	3800
Volleyball Head	6800
Volleyball Asst	3800
Performing Arts/Academics/Other	
Agriculture Teacher	5000
Band Director	9000
Band Asst	5500
Beta- MHS	1750
Beta- MMS	1000
Cheerleading- MHS	3000
Cheerleading- MMS	1750
Choir Director	1500
Choir Asst	1500
Club Sponsor	250
Destination Imagination- MES	500
District Nurse	3000
FCCLA	2000
Fishing Team	1000
Longevity (only what is carried over py)	250-1000
Maroon Crew	1050
Mentor	300
Prom Sponsor	500
Team Lead	250
Testing Coordinator	4000
Theater Director	2500
Theater Asst	750
UIL Academic Coordinator- one per campus	500
UIL Academic Coach- per event	250
Wastewater Plant	2000
Webmaster- one per campus	500
Yearbook Sponsor- MHS	2500
Yearbook Sponsor- MMS & MES	1000
Zone Coordinator	2000

A stipend is compensation paid to Exempt staff for duties above and beyond their standard job description when the majority of the work to be completed is outside of normal working hours.

Stipend allotments may be split or not used depending on needs

**Substitute, Additional Duties, Athletic Events Pay
2026-2027**

Classroom Substitute			
Level of Education	Per Day	Half Day	Long Term
Non-Degreed or Associate's Degree	\$ 105.00	\$ 52.50	\$ 115.00
Bachelor's Degree (not certified)	\$ 115.00	\$ 57.50	\$ 125.00
Certified Teacher	\$ 125.00	\$ 62.50	\$ 135.00

(Long term starts with the 11th consecutive day of the assignment)

Administration Substitute	
	Long Term
Administrator (long term only)	\$ 145.00

Auxiliary Substitute			
	Per Hour		
Child Nutrition	\$ 13.00		
Custodial	\$ 13.00		
		Full Day	Half Day
Bus Driver	\$ 80.00	\$ 40.00	\$ 20.00
Bus Monitor	\$ 56.00	\$ 28.00	\$ 14.00

District to cover cost of CDL over operator license
 District to cover cost of Physical Exam up to \$45.00
 District to cover cost of recertification course for full time MISD employees
 Regularly scheduled extra duty will be paid per the compensation plan pay tables

The ZONE or Organized Group Instruction	
	Per Hour
Non-Certified Hourly Instruction	\$ 17.00
Certified Hourly Instruction	\$ 35.00
Non-Certified Summer Camp	\$ 18.00
Certified Summer Camp	\$ 35.00
Homebound Instruction	\$ 30.00
District to cover cost of Reading Academy- MES	\$1,000.00

Athletic Events	
	Per Game
Middle School	
Basketball and Volleyball- clock, book, gatekeeper	25
Football- clock, gatekeeper, announcer	25
High School Junior Varsity	
Basketball and Volleyball- clock, book, gatekeeper	25
Football- clock, gatekeeper, announcer	25
High School Varsity	
Basketball, Volleyball, Softball, Baseball- clock, book, gatekeeper, announcer	30
Football- clock, gatekeeper, chain crew, video board	35
Volleyball- If same person keeps book and clock or clock and announcer	35
Softball, Baseball- If same person keeps score and announcer	45