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# *LUFKIN ISD 2025-2026 Compensation Plan*

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# 2025-2026 Compensation Plan

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## **2025-2026 Salary Compensation Plan Overview**

The Lufkin ISD Compensation Plan is updated and adopted annually by the Board of Trustees and administered jointly through the Human Resource Department and the Superintendent of Schools according to Board Policy DEA. LISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions are based on each applicant's job qualifications, experience, or abilities.

The salary compensation plan addresses salaries for all employees of the district.

The salary plans are for one year only and are used for placement of new hires for the 25-26 school year. Salary steps do not represent future salaries for returning teachers. Salary advancement is based on the annual pay raise approved by the Board of Trustees.

Within this salary compensation plan, you will see salary schedules for teachers based upon the contracted days as follows: 182, 187, 192, 197, 202, 207, 215 and 221 days. There is also a separate pay scale listed by days for the following positions: Instructional Coach, Counselors, Diagnosticians, ARD Specialists, Instructional Specialists and Assistant Principals. Also included is the substitute pay scale that lists the half-day and full-day amounts for substitutes depending upon their qualifications. The next schedule shows the expected rate of pay for summer school, tutoring and other extra duty instructional activities.

The salary schedules for the administrators are in this salary compensation plan. They are listed by Campus Administrators, Professional Administrative Job Classifications, and Professional Operations Job Classifications. These are listed with a minimum, midpoint, and maximum pay for these positions. A stipend listing follows these administrator schedules.

The salary schedules for all hourly employees include both instructional and auxiliary personnel. These schedules are grouped according to positions that serve in a similar capacity with similar pay.

## Understanding Pay Systems

### Objectives of Pay Systems

All organizations have common management needs and employee expectations that must be translated into pay practices. An effective pay system should address both the needs of the organization and the expectations of its employees.

### Basic Pay System Elements

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**Job Families** A job family includes jobs that share common characteristics and are grouped into a common pay structure. These characteristics include the type of work performed, the competitive job market, potential career paths for employees, and state and federal laws regulating wages and salaries. Separate pay range structures typically are built for each job family.

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**Pay Grades** Compensable job factors such as skill, effort, and responsibility serve as the basis for assigning jobs to different pay levels to achieve internal pay equity among employees. The greater the degree of skill, effort, and responsibility required by a job, the higher the level of pay. Jobs that have similar value and are grouped into the same range of pay are assigned or classified to pay grades.

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**Job Pricing** While objective job evaluation and classification contributes to internal pay equity, job pricing contributes to external pay equity. Job pricing uses data collected from salary and wage surveys of other employers to determine the external market value of benchmark jobs. This data is used to set pay ranges that are competitive with the external job market. Because jobs have been analyzed and classified into groups of similar value, job pricing does not require a survey match for each unique job.

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**Job Market** Job markets may be different for different employee groups. By definition, a job market represents the employers that a district typically competes with to attract and retain employees. Professional employees may be recruited from a larger geographic area than paraprofessional or auxiliary employees. School districts may be the only competitors for instructional positions while other types of businesses may be competitors for business or technology jobs. For this reason, different job markets and survey sources may be used to accurately assess the district's true competitive job market.

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**Pay Structure** The pay structure itself is the key management tool that provides control over the district's competitive position in the marketplace and internal pay equity among all employees. Designing the pay structure involves setting the proper control points (midpoint, minimum, and maximum rates of pay) for each pay grade and ensuring that appropriate pay differentials between pay grade levels are established.

## **Determination of Pay**

Lufkin Independent School District (LISD) engaged the HR Services Division of the Texas Association of School Boards (TASB) to conduct a comprehensive review of its employee compensation plan. HR Services has been providing compensation consulting and support services to Texas schools for 35 years. This report presents a summary of the findings and recommendations from this project with supporting data. When necessary, Region 7, statewide surveys, and non-school market analysis may be used to calculate pay for specialized positions.

Comparison districts were selected based on enrollment and location. School district data was obtained from the most recent available surveys conducted by TASB HR Services. Non-school market data for the local area from multiple third-party sources was used for positions not included in the TASB salary survey and incorporated for positions with similar jobs outside of K-12 education. Statewide market data for districts of comparable size was used for high-level central administrator jobs.

## **Implementation and System Administration**

Current employees may not be paid within the recommended pay ranges initially. Decisions must be made during this transition period of how to deal with employees who are paid outside the pay range for their position. If employees are paid below the minimum rate of their pay range, additional adjustments should be provided to increase their pay to at least the minimum rate of pay. If employees are paid above the maximum of the pay range, they are left outside the range. No employee's pay should be reduced in this event.

To receive a general pay increase, an employee must be in paid status and worked for the district during the preceding year long enough to have earned a credit with the Teacher Retirement System (TRS) or on an approved leave of absence at the time of the first pay cycle reflecting the pay increase. Eligible employees must have received satisfactory evaluation in the preceding year.

Employees whose current salary are above the maximum within the new ranges will receive a 1-time, 1% payout at the beginning of the 2025-2026 school year. This practice is to be reviewed and updated annually.

Employees advance in pay through pay adjustments determined on an annual basis and tied to budget planning. These management decisions are based on current economic conditions, including projected district revenues and market competition.

The midpoint of the range is recommended as the basis for calculating employee increases for non-teachers, and for teachers, the market average teacher salary is recommended. The midpoint of the range roughly equates to market value for the positions in each pay grade. For teacher structures where pay is delineated by years of experience, there is not a true midpoint on which to base increase calculations. But, because there's one primary job in the structure, the market average teacher salary can be used. This ensures a more equitable distribution of the dollars available for pay increases and moves employees up to the range midpoint (market rate) more quickly. Using control points rather than current salaries will deliver equal dollars to employees at the same job level and helps the district control the rate of advancement through the pay range.

## Pay Compression

Pay compression occurs when pay differentials between employees in the same job or between supervisors and subordinates are too small to be considered equitable. Pay compression is a common cause of inequity in pay systems across public and private sector organizations. Excessive pay compression may lead to low employee morale and increased turnover. Correcting pay inequity is challenging and costly, but ignoring the issues can lead to low employee morale, turnover, and potential legal claims.

Notice of any reduction in pay must be provided to employees before their penalty-free resignation deadline expires (i.e., 45 days before the first day of instruction for the next school year). If the terms of compensation are unacceptable to the employee, he or she may resign their position without penalty. If the district fails to provide notice by this deadline, the district is committed to pay no less than the employee was paid in the prior school year.

### Types of Pay Compression

Pay compression issues are present in most pay systems and happen for many reasons. The three most common reasons include:

- Paying new hires above the pay of other employees with more experience or responsibilities in the same job—The tight labor market and low unemployment has forced some employers to offer new hires salaries near or higher than current experienced employees, regardless of internal equity considerations. Shallow applicant pools for experienced bus drivers, licensed trades, and specialized or licensed service providers, such as speech-language pathologists and occupational/physical therapists, are some examples contributing to this issue in school districts.
- Paying supervisors or managers less than their subordinates—This situation is most common when nonexempt employees, such as HVAC technicians or electricians, earn more than their exempt supervisor who works comparable hours but does not receive overtime pay. LISD will review these situations annually to ensure accuracy. This will become more common as state programs utilizing strategic compensation expand.
- Paying recently promoted employees more than their counterparts—The most common pay compression issue in school districts occurs between classroom teachers and other jobs in the educator career pathway, such as counselors or assistant principals. Oftentimes, this is directly related to legislatively mandated teacher pay increases and poor pay practices that historically have provided higher pay increases for teachers than administrators.

Other reasons for pay compression include:

- Outdated pay structures that are not aligned to market
- Pay ranges adjusted too aggressively relative to pay increase budget
- Midpoint progressions that are too close (less than 5 percent) to properly value pay differences between job levels
- Federal or state enacted minimum wage increases
- Fair Labor Standards Act (FLSA) overtime threshold increases
- Offering disproportionate amount of add-on pay through overtime or stipends
- Absence of pay procedures to guide pay administration in a consistent and fair manner
- Promotion practices that provide too high or too low pay increases

- Paying new hires extremely high in the range

### Strategies to Remedy Pay Compression

While there is no quick or easy solution, pay compression problems can be resolved over time with proper planning and review. Organizations ultimately determine what is fair and equitable within their defined pay guidelines and legal considerations. The goal is to improve the fairness of pay for employees. Strategies to remedy or minimize equity problems include:

- Maintain the compensation plan aligned with market.
- Administer pay procedures consistently and adhere to plan control points.
- Review pay differences between employees in the same or similar jobs for equity regularly.
- Ensure the compensation plan provides appropriate pay differentials between job levels.
- Pay employees with more job-related experience higher in the range than those with less.
- Carve out money in the budget for equity adjustments to fix pay inequities.
- Conduct full compensation plan reviews every 3 to 5 years.

### One-Time Payments to District Employees

General pay increases (GPIs) are recommended by superintendents and approved by board members as part of the annual budget process, in conjunction with the board’s approval of the budget and district compensation plan.

A general pay increase may be calculated as a percentage of an individual’s actual salary or as a percentage of pay range midpoint. The pay increase typically is granted to employees at the beginning of the school year and is divided equally among the employee’s pay checks for the year. The increase is added to the employee’s base salary and continues as part of their salary in subsequent years.

An example calculation is included below:

$\$36,000$  old annual salary +  $\$800$  general pay increase =  $\$36,800$  new annual salary

Old monthly rate =  $\$36,000 / 12$  months =  $\$3,000$

New monthly rate =  $\$36,800 / 12$  months =  $\$3,067$

One-time payments are incentives approved by boards that are paid out in a single payment and are not added to an employee’s base salary. This means the incentive does not continue as part of the employee’s salary in subsequent years.

While one-time payments typically are paid in a single lump sum (e.g., one-time payment in December before winter break), they may occasionally be split into two payments (e.g., December and June).

One-time payments represent a non-recurring cost, so districts do not have to commit to paying them every year. Districts can use this method without committing to continue the cost in subsequent fiscal years.

However, one-time payments are not creditable for Texas Teacher Retirement System (TRS) annuity

calculations, except under very limited circumstances (see TRS website for information on creditable compensation). This may result in employees nearing retirement with a one-time payment in their final years of employment will not be counted toward their highest years of salary.

Lufkin ISD will consider the frequency with which they provide one-time payments.

One-time payments for nonexempt employees must be counted as part of the employee's regular hourly rate for overtime calculation purposes. This raises the employee's hourly rate for overtime calculations, which carries an additional cost to the district.

State law prohibits districts from granting discretionary increases to employees after the school year has begun; this would be considered a "gift of public funds." To comply with state law, a district seeking to grant a one-time payment to employees would need to approve the prospective increase (or the possibility of granting an increase) as part of the board's budget and compensation approval process. The board could adopt a compensation plan and budget that allowed for a December one-time payment during its August budget adoption and still be in compliance.

Additional considerations for Lufkin ISD include the following:

- Who will be eligible for and who will be excluded from the one-time payment? Clearly state whether payment will be provided to only full-time employees or also to part-time employees and substitutes.
- Will the payment will be prorated for different duty schedules and part-time work?
- Since these payments are taxable income, will the district "gross up" or increase the payment to allow for a flat net payment after taxes to employees?
- Will the payment only be made to employees in a paid status? Will employees on unpaid leave be eligible for the payment?

## **Job Descriptions**

The Human Resources Department maintains and updates job descriptions in collaboration with department directors.

Job descriptions include the job function and duties to be performed, pay, grade, and exempt or non-exempt status is based upon FLSA rules. Job descriptions are used for performance evaluations.

Job descriptions are signed by employees when assigned to a position. Employees must sign a new job description if there are changes to the position.

## **Exempt Vs Non-Exempt Employees**

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees. This act also defines the difference between exempt and non-exempt employees.

Exempt employees are exempt from the FLSA and are paid a salary above a certain level and work in an administrative, professional, executive, computer, or outside sales role.

Non-exempt employees are paid an hourly wage or earn a salary that is less than a minimum amount that is determined by the Department of Labor. They are entitled to minimum wage and compensation time/overtime pay when physically working more than 40 hours per week.

### **Commissioner’s Rules on Creditable Years of Service**

The first step in managing an employee’s service record is to understand the commissioner’s rules on creditable years of service found in Title 19 Texas Administrative Code (TAC) § 153.1021. These rules specify positions subject to state salary requirements, methods for determining minimum salary requirements, and required process for recording state personal leave.

### **Minimum Salary Requirements**

Classroom teachers, full-time librarians, full-time counselors, and full-time nurses must be paid no less than the minimum monthly salary based on their years of experience (i.e., creditable service) according to the minimum salary schedule (Texas Education Code (TEC) § 21.402). The Texas Education Agency (TEA) updates and publishes the state minimum salary schedule annually.

These positions are defined as the following:

- **Classroom Teacher** — an educator who teaches an average of at least four hours per day in an academic or career and technology instructional setting pursuant to TEC § 5.001, focusing on the delivery of the Texas essential knowledge and skills and holds the relevant certificate issued by the State Board for Educator Certification (SBEC) under the provisions of TEC Chapter 21, Subchapter B. Although non-instructional duties do not qualify as teaching, necessary functions related to the educator’s instructional assignment such as instructional planning and transition between instructional periods should be applied to creditable classroom time.
- **School Librarian** — an educator who provides full-time library services and holds the relevant certificate issued by the SBEC under the provisions of TEC, Chapter 21, Subchapter B.
- **School Counselor** — an educator who provides full-time counseling and guidance services under the provisions of TEC, Chapter 33, Subchapter A, and holds the relevant certificate issued by the SBEC pursuant to the provisions of TEC, Chapter 21, Subchapter B.
- **School Nurse** — an educator employed to provide full-time nursing and health care services and who meets all the requirements to practice as a registered nurse (RN) pursuant to the Nursing Practice Act and the rules and regulations relating to professional nurse education, licensure, and practice and has been issued a license to practice professional nursing in Texas.

An eligible educator employed by more than one district in a shared service arrangement or by a single district in more than one capacity among any of the eligible positions, qualifies for creditable service as long as the combined functions constitute full-time employment.

Full-time means contracted employment for at least ten months (182 days) on a TEC Chapter 21 contract for 100% of the school day in accordance with definitions of school day and school year in TEC § 25.081.

Districts can always pay professional personnel more than the minimum salary requirements. The commissioner’s rules dictate the years of experience for which an educational entity is required to recognize for pay placement credit on the state minimum salary schedule. While the rules outline requirements, school districts and charter schools can grant additional service credit at their discretion.

## **Documentation and Credentials**

There are three types of credentials identified in the commissioner's rules for professional personnel. They are:

- A current valid Texas certificate, a special assignment permit, a nonrenewable permit, a non-certified instructor's permit, an emergency teaching permit, or the appropriate Texas licensure
- For special education related service teachers, the credential must be appropriate Texas licensure (e.g., occupational therapist, physical therapist, speech language pathologist)
- For those special education related service personnel who do not require Texas certification or licensure (i.e., interpreters for the deaf and orientation and mobility specialists) proper credentials are required (19 TAC § 89.1131).

The following professional personnel records must be readily available for review:

- Credentials (certificate or license)
- Service records and any attachments
- Contract
- Teaching schedule or other assignment records
- Absence from duty reports

## **JROTC Pay Practices**

### **Determining Pay**

Junior Reserve Officer Training Corps (JROTC) instructors are entitled to be paid Minimum Instructor Pay (MIP) per the Department of Defense (DOD). This amount is at least what would be received if on active duty (including allowances) less any retired or retainer pay currently received from the military. Because JROTC instructors are certified teachers, they are also subject to Texas' minimum salary schedule (MSS).

School districts must pay at least the MIP unless the teacher salary on the (MSS) for creditable years of experience is higher. Districts also can choose to pay according to the district's teacher pay schedule, if higher than both the minimum salary schedule and MIP. Additionally, districts may choose to pay more than the minimum required and can negotiate other duties for pay (e.g., coaching).

### **Pay Increases**

JROTC instructors do not have to receive the same increases as teachers but pay increases must be granted each year to comply with the amounts in MIP statements provided by the military. Increases may also be necessary in years where the MSS increases.

Pay increases on the MIP statements may occur at different times than other employees to align with the timing of military salary adjustments. While the military pay increase typically is in January of each year, increases can occur in the fall for things like uniform allowances and longevity increases. Importantly, JROTC instructors should receive either the increase dictated by the military or the school district general pay increase, but not both.

### **Creditable Years of Service**

Determining if a new employee's prior experience qualifies as a creditable year of service can be difficult even for common teaching assignments, so it may come as no surprise to learn that HR

professionals can find themselves with even more questions when it comes to JROTC instructors. Like other assignments, the list of entities found in Title 19 Texas Administrative Code §153.1021(g) can be used to guide decision making. U.S. service academies and military service are two that most likely could apply. Also, what constitutes a creditable year of service differs per entity, so reviewing the Commissioner's Rules is best practice.

### **Certification**

Title 19 Texas Administrative Code § 231.91 provides a summary of certification options available to JROTC instructors. To be eligible for a JROTC teaching certificate, a person must complete an approved educator preparation program, meet eligibility and testing requirement for certification as a JROTC instructor established by the branch of service in which the person served, and hold a bachelor's degree. Alternatively, the local school district may issue an emergency teaching permit which must be reissued every year.

A certification waiver that allows an individual to serve without the necessary certification requirements is also available for qualified individuals to teach JROTC classes outside their areas of certification.

### **Duty Schedules**

Each employee type has a duty schedule that corresponds to their duties for the District. These calendars correspond to the school district calendar. The employee salary letter indicates the number of days that they are employed during the school year or fiscal year.

- 182, 187, 192 and 197-day contracts are considered 10-month contracts.
- 202, 207, and 212-day contracts are considered 11-month contracts.
- 215- and 221-day contracts are considered 12- month contracts.

Each contract has a beginning and end date according to the calendar established by the HR department. These calendars change each year due to the needs of the district and could also change due to legislative changes and requirements.

215- and 221-day contracts receive non-pay days in addition to other holidays throughout the year as these two types of contracts work year around. The number of non-pay days for these two contracts are determined by the number of duty days, less non-work days. The difference between this and the number of contracted days to work are considered non-duty days and can be taken during the fiscal year.

An employee should be aware that if they terminate employment or are terminated, the non-pay days are prorated for that year. If an employee uses more non-pay days than they are prorated for during the year, they will be docked on their last paycheck.

### **Annualized Pay**

DEA Local states that the District shall pay all salaried employees 12 equal monthly or 26 biweekly 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.

Salaried employees' pay will be annualized and paid over 12 months. Employee's annual salary will be divided by 12 (or 26) to get the gross monthly pay period amount.

Employee paychecks either reflect the actual amount earned during the pay period, including regular pay plus any overtime or additional earnings, or a standard amount spread across all pay checks for the academic year with any pay exceptions included (e.g., overtime, docks), often referred to as annualized pay. The former is often used for nonexempt staff with less-predictable schedules or regular overtime work, such as bus drivers, custodians, and maintenance workers, and for staff like substitutes whose earnings are not predictable. The latter is often used for nonexempt staff with predictable work schedules, such as teacher aides and clerical staff, and for exempt staff.

For employees whose pay is annualized, the amount paid each may not match the amount earned in any given pay period. This is particularly true at the beginning of the academic year, where accrued earnings are less than what employees receive in pay for the first few months. When an employee resigns during the academic year, HR and payroll must quickly check accrued earnings against what has already been paid before generating the final paycheck. If the resignation occurs early in the school year, the employee may have been overpaid and owe money to the employer.

Conversely, when an employee resigns late in the academic year, the educational entity may owe the employee significantly more than a regular paycheck amount, due to earnings that were accrued and scheduled to be paid out over the summer months. In either scenario, HR and payroll need to clearly communicate with employees what the value of their last paycheck is and why it differs from their standard or regular paycheck amount.

Monthly pay is the most common practice in educational entities across the state but may present some challenges. One challenge is when an employee's duty calendar and pay cycle are not in alignment.

Typical pay cycles in school districts include:

- September–August for educators and other 10-month employees
- August–July for 11-month employees
- July–June for year-round, 12-month employees

The misalignment of the work calendar and the pay cycle at the start of the school year results in a ten-month employee whose pay is annualized working six to eight weeks prior to receiving their first paycheck. To address this, Lufkin ISD often uses a 13th paycheck opportunity for teaching staff. This same option may be effective for other ten-month employees, such as educational aides and clerical staff. Lufkin ISD may also use the option of a 13<sup>th</sup> check in the event of a reduction of days in the work calendar as employees move positions such as a reassignment or changes to the position.

Typically, 10-month auxiliary employees (e.g., child nutrition workers, bus drivers, bus monitors) are paid twice monthly. Depending on the school district's pay cycle, these employees may benefit from a 25th paycheck their first year of employment if their pay is annualized. Auxiliary employees paid once monthly could be provided the 13th paycheck option.

Basically, a 13th or 25th paycheck would occur during the month of August. Annualized pay would be

calculated, and payments would be divided by 13 or 25, respectively. While each check would be less than the standard calculation, pay for these employees would begin sooner.

Requiring an employee to work an extended period prior to receiving their first paycheck creates a financial hardship. While supporting these employees with a 13th or a 25th pay option can reduce stress, it may also serve as a recruitment tool.

### **Job Reclassification General Guidelines**

Job classification determines the assigned pay range for a job and is based on job requirements, assigned duties, and market rates. All jobs are classified for pay based on the relative level of knowledge and skill requirements, scope and complexity of assigned duties, job accountability, and working conditions.

A reclassification occurs when a job classification is changed to a higher or lower pay range. Job classification changes may be warranted for the following reasons:

- A substantial and sustained change in job duties assigned
- A significant change in the competitive price for the job
- Identification of an internal inequity related to other jobs

Administrative procedures should provide a process for reviewing job reclassifications. The procedures should identify:

- Who has authority to initiate a request for job reclassification
- What supporting information needs to be provided
- Who is responsible for analyzing the request and making a recommendation
- What is the timeline for receiving and completing reviews
- When is the effective date of a job reclassification
- Who has final approval authority and if there will be an option to appeal

Changing the pay grade classification for a job should be based on the work itself and not solely due to the request of the job incumbent or supervisor. Job classification changes should be limited and relatively infrequent. These infrastructure changes to the pay plan should not be a result of negotiation. Instead, changes should only be based on a review of job duties relative to other jobs in the district and market data.

Review of job reclassifications must be initiated by the cabinet-level supervisor or by human resources. Jobs previously submitted for review within the last 18 months and newly created jobs are usually not eligible for review.

A request for a job classification review must be submitted on a form provided by human resources that describes the rationale for reclassifying the position and provides an explanation of changes in job duties and responsibilities. The request must be approved by the cabinet-level supervisor before submitting to human resources.

Human resources will evaluate the job reclassification and prepare a recommendation for review by the superintendent or designee.

### **Wage Overpayments**

While there is no statute of limitations on indebtedness to the state, public school entities should be aware of the nuances of repayment best practices. Deducting from wages after an overpayment is only

permissible if an employee has agreed to a deduction for overpayment in writing. A district that mistakenly pays money to an educator may generally recover that money, even if the district was negligent and the employee innocent, unless it would be inequitable to require repayment.

The provision below is included in the TASB model contracts and serves as such an agreement during the term of the contract:

**Overpayments.** You agree that you are not entitled to any fund the District overpays you and you further agree that the District may deduct any overpayments under this Contract from one or more of your paychecks.

LISD will attempt to reach an agreement with the employee as to a repayment plan before deducting overpayment from wages. This will help avoid imposing a hardship on the employee by withholding a large amount from one paycheck.

**Tax Implications.** An overpayment is subject to employment tax and withholding in the year received regardless of any future obligation of repayment. If the employee repays the overpayment during the same year they received it, the employer should exclude the amount from the employee's income when filing the employee's Internal Revenue Service (IRS) Form W-2 Wage and Tax Statement. The employee should repay the net amount and payroll should then reduce the employee's taxable wages and associated taxes for that calendar year to ensure the W-2 is correct at the end of the year.

For repayment of prior calendar year claims, the employee needs to repay the gross amount (wages plus any federal taxes). The employer is prohibited from collecting tax withheld in a prior year, so no correction can be made for income taxes withheld. IRS rules for repayment of prior year wages allow for adjustments to Social Security and Medicare wages and taxes only. Once repaid, payroll should issue a corrected W-2 Form (W-2c), reducing only applicable Social Security and Medicare wages.

### **Wage Underpayments**

Occasionally an employee may bring up a concern that they have been underpaid based on district error. This may arise when an employee is not given credit for all years of service on the district's compensation plan. The employee may ask to be compensated for years of underpayment. The commissioner has ruled a district must correct the pay and provide backpay to the teacher for the current year plus three prior years. *Mata v. United Indep. Sch. Dist.*, Tex. Comm'r of Educ. Decision No. 016-R10-1099 (Sept. 5, 2000).

However, if the employee failed to provide a service record to a school district or charter school during a prior school year, arguably the correction may be applied to the current school year but should cover compensation for the entire school year. Districts that choose to limit the payment to the current year should consult with their local attorney.

The calculation of pay for up to four years of back pay is rooted in the four-year statute of limitations for contract actions found in the Texas Civil Practice and Remedies Code. Tex. Civ. Prac. and Rem. Code § 16.004.

For an at-will employee, the district should limit repayment to the prior two years in accordance with the two-year statute of limitations for non-contract claims. Tex. Civ. Prac. and Rem. Code § 16.003. The Texas Constitution prohibits payments by a governmental entity on claims for which it would not be

liable under the prohibition on gifts of public funds. Tex. Att'y Gen. Op. No. GA-0076 (2003). Willful violations may result in double back pay (“liquidated damages”) for up to three years. 29 U.S.C. §255.

### **Missing or Damaged Equipment**

A board may not require an employee who acts in good faith to pay for a textbook, electronic textbook, or technological equipment that is damaged, stolen, misplaced, or not returned. A district may enter into a written agreement with an employee whereby the employee assumes financial responsibility for electronic textbook or technological equipment usage off school property or outside of a school-sponsored event in consideration for the ability of the employee to use the textbook or equipment for personal business. The written agreement must be separate from the employee’s employment contract. In addition, the agreement must clearly inform the employee of the amount of financial responsibility and advise the employee to consider obtaining appropriate insurance. An employee may not be required to agree to such an agreement as a condition of employment. Texas Education Code (TEC) §31.104(e).

### **Deductions**

Provisions of the Fair Labor Standards Act (FLSA) make it impermissible to deduct the cost of equipment from an employee’s pay. The U.S. Department of Labor Opinion Letter FLSA2006-7 warns that deductions from the pay of an exempt employee other than a teacher to cover the cost of lost or damaged equipment would violate the salary basis rule and are not permitted. There are no exceptions related to unreturned equipment. Furthermore, the FLSA does not allow deductions to reduce a nonexempt employee’s pay below minimum wage, unless the deduction is for the employee’s benefit (e.g., an insurance premium contribution).

The FLSA also dictates that wages are due on the next regular payday for the covered pay period but does not specify how the pay be disbursed. If an employee does not return equipment, keys, or employer issued uniforms upon termination, it is permissible to require the employee to come to central office to pick up the final paycheck. This often serves as an incentive to return the property. If the property is not returned, it is recommended to invoice the employee and require payment via accounts receivable rather than payroll deductions. Future employment with the district may also be contingent on settling all outstanding payments.

### **Division of Responsibilities for Human Resources and Payroll**

When it comes to pay activities, neither department should assume sole responsibility. By separating tasks, teams can combat the likelihood of fraud and errors occurring. For this reason, Lufkin ISD does not place the payroll department under the authority of human resources. The success of dividing responsibilities relies on consistent communication, as well as respect regarding the roles played by each department and pressures impacting those roles.

#### **Responsibilities**

**Pay.** In general, human resources should provide leadership in determining pay while payroll executes the disbursement and accounting for payroll. Human resources should encompass the design and implementation of the compensation plan, calculate employee pay adjustments, and determine pay placement for new hires. These pay decisions should be entered into the information system directly by human resources.

**Overtime.** Human resources defines the guidance for handling overtime and compensatory time (sets

policies and qualifications, approval process, reporting, etc.). Payroll is responsible for calculating and processing time worked into the payroll system.

**Stipends.** Requests for stipends should be submitted to human resources to authorize and enter for payroll distribution. The stipend payment schedule should be developed by human resources and applied consistently by the payroll department.

**Access.** Both departments need access to the information system, but such access should be based on responsibility. For human resources, screens should allow pay information to be entered and view-only access to accounting information. For payroll, screens should allow view-only access to pay information and processing-level access to perform the disbursement of checks.

**Benefits.** Benefits may encompass worker's compensation, unemployment, leave benefits, insurance, and other types of benefits. Human resources designs benefits packages, works with vendors and third-party administrators, determines employee eligibility, runs the enrollment process, and enters benefits data into the information system. Payroll oversees ensuring the costs of benefits are processed correctly according to tax rules and policies.

**Leaves.** Leave administration is often a multi-department collaborative effort. Human resources sets policies, classifies and monitors leave, and implements strategies for absence control. Employee absences and requests for leave (not personal time off) should be submitted to human resources. Payroll ensures deductions as a result of leave are made appropriately. In situations where different leaves are handled by multiple departments, each should ensure to meet regularly to review new and ongoing leaves and coordinate those that run concurrently.

## Summary Chart

Below is a summary chart of responsibilities among human resources and payroll personnel. Please use this chart when determining who to contact with questions.

### Summary of Division of Responsibilities

	Human Resources	Payroll / Finance
Pay	<ul style="list-style-type: none"> <li>• Designs compensation plan</li> <li>• Determines pay</li> <li>• Reviews and authorizes stipends</li> <li>• Defines procedures/rules for overtime</li> <li>• Creates employee work calendars</li> </ul>	<ul style="list-style-type: none"> <li>• Processes payroll</li> <li>• Calculates net pay</li> <li>• Processes disbursement of stipends</li> <li>• Calculates overtime payments</li> <li>• Submits pay according to work calendars</li> </ul>
Access	<ul style="list-style-type: none"> <li>• Enters pay information into system</li> <li>• Has view-only rights to payroll set-up</li> <li>• Determines job codes and descriptors</li> </ul>	<ul style="list-style-type: none"> <li>• Has view-only rights to pay information</li> <li>• Enters payroll and funding set-up details</li> <li>• Decides deduction codes and descriptors</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Designs and administers benefits program</li> </ul>	<ul style="list-style-type: none"> <li>• Processes benefits deductions</li> </ul>
Leave	<ul style="list-style-type: none"> <li>• Implements absence control strategies</li> <li>• Determines leave request process</li> <li>• Monitors leave and compliance with laws</li> </ul>	<ul style="list-style-type: none"> <li>• Enters pay reductions related to leave</li> </ul>

## Overtime

Non-exempt employees who work in excess of 40 hours within the defined Lufkin ISD workweek are subject to overtime regulations in accordance with FLSA.

An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. The District's workweek begins at 12:00 AM on Sunday and ends at 11:59 PM on Saturday. Overtime must be paid or accrued as compensatory time (DEAB (Local)).

Overtime must be authorized by the supervisor and approved by the Assistant Superintendent. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action. Supervisors must ensure that these employees understand how they will be compensated for overtime (comp time or pay) prior to the employee working the overtime hours.

Compensation for overtime will be paid at 1.5 times the regular rate of pay after physically working a 40-hour week. Comp time is also awarded at 1.5 times the time worked if physically worked over 40 hours in a week.

## **Pay Days**

Lufkin ISD annualized salary employees are paid on the 20th of each month. Pay dates will be adjusted if the 20th falls on a weekend or bank holiday.

**Lufkin ISD hourly and various paraprofessional employees shall be paid every two weeks during the school year.** The schedule is determined at the beginning of the year and a bi-weekly payroll schedule will be posted to the website under Financial Services/Payroll/Pay Schedules.

The checks are all paid by direct deposit into the employees' checking or savings account. If an account is not available, a pay card will be used.

Student summer workers will be paid by a paper check if no accounts are available.

## **Supplemental Duty Pay**

### ***Exempt Personnel***

The board will approve a schedule of stipends for extra duties. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends. These assignments may be discontinued at any time for any reason or no reason, by either party unless an extra duty stipend or supplementary assignment is part of a dual contract. Supplemental pay may be prorated in the event that an individual is unable to perform the duties for the entire period as indicated.

It is the responsibility of the principal and or supervisor to verify that an individual met the minimum standards to be eligible for the supplemental pay. An employee does not have a property right to a supplemental pay and all supplemental pays are authorized on a year-to-year basis.

If the extra duties are not considered a stipend, there is extra duty pay schedule included in this compensation plan. Employees will be compensated according to the extra duty pay listed in this compensation plan.

### ***Nonexempt Personnel***

Nonexempt employees who are assigned supplemental duties will be paid or awarded comp time on an hourly basis including overtime compensation when hours exceed 40 hours worked in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week. Should this occur, the overtime hours will be paid or awarded comp time at a blended rate of the two positions worked. **This must be pre-approved.**

## **Retire/Rehire: Employment after Retirement from TRS**

Effective during the 2022-2023 school year and after, Lufkin ISD began hiring individuals who have retired from the Teacher Retirement System of Texas for teaching and bus driving positions in the district. These retirees are eligible for full-time, part-time, or temporary positions depending upon the position being hired for.

These applicants should check with TRS concerning the rules that may affect their ability to receive a TRS retirement check at the same time they receive a current employee check from Lufkin ISD. There

are circumstances under which an employee may receive both checks at the same time and there are other circumstances when TRS will stop payment of retirement checks for a pay period. Individuals are responsible for determining their status with TRS. **Lufkin ISD is not responsible for informing these employees as to what these circumstances are nor are we responsible for the bookkeeping of ½ time employees.**

These employees must have remained unemployed for one full year as required by TRS in order to work full time without penalties from TRS. The District must cover all surcharges for individuals hired who have previously retired from TRS. These employees shall not be eligible for the Retirement Service Award should they decide to retire a second time.

Returning teachers shall be placed on the pay scale that corresponds with their years of teaching experience, the same as other teachers, when they are hired by the District.

### **Creditable Years of Service**

Employees whose salaries are based on creditable years of service must submit official service records or verification of employment documentation to be fully credited for their past employment. Full-time employment of 90 workdays during a school year, counts as a year of creditable employment with a school district.

Employees who have not submitted the required documentation will be placed on the minimum pay rate of the pay grade. The employee's salary will be adjusted to the approved amount on the following payroll run after the official service records and/or verification of employment documentation have been received in the Human Resources Department. Pay adjustments will not be given for pay before the records are received. Documentation submitted after 30 calendar days from start date will not be considered.

- Service Records: Official service records have a raised seal and a signature.
- Verification of Employment: Must be on company letterhead and an original signature of an administrative representative with their contact information.
- The verification must include: position title, employment start and end dates, full or part time.
- Year for Year Credit: In all cases, the TEA guidelines for crediting experience and degree levels will be followed, where applicable. To earn a year of credit, an employee must work at least 90 full-time days of a contract year.
  - Teachers and librarians working in an approved educational establishment, with acceptable service records, receive year for year credit.
  - Nurses receive year for year credit for RN experience with acceptable verification of employment.
  - Police Officers receive year for year credit for work as a certified peace officer with an official TCOLE report.
  - Classroom instructional aides moving to a teaching position, with acceptable service records, receive year for year credit for up to two years of service.

### **Education: Levels of Education/ Degreed**

Employees whose salaries are based on a particular degree or level of education must submit official transcripts to be fully credited for their education. The only degrees acceptable are those conferred by

institutions of higher learning that were accredited by a state Department of Education, recognized governmental organization, or a regional accrediting organization at the time the degree was conferred. Accredited Institutions of Post-Secondary Education will be used to determine an institutions' accreditation status.

**Reassignments**

Salary changes for reassignments will be determined on an individual basis.

**Salary Letters**

Lufkin ISD Human Resources Department recommends that employees verify their personal information and salary amount on the salary letter that they receive not later than September of each year. If there are any errors, the employee should contact the Human Resources Department as instructed on the letter.

**Leave Administration**

Details regarding Lufkin ISD leave administration can be found in the online board policy at:

[DEC — Compensation and Benefits: Leaves and Absences](#)

**Workers' Compensation**

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**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.

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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]

LUFKIN INDEPENDENT SCHOOL DISTRICT  
TEACHER INCENTIVE ALLOTMENT PROGRAM  
SPENDING PLAN 2025-2026

## **LISD Teacher Incentive Allotment Program**

### ***State Requirements for TIA Funding***

Funding for teachers designated as Recognized, Exemplary, and Master under the Teacher Incentive Allotment (TIA) will flow from the state to Texas school districts. The statute requires that 90% of the funds earned through the district's local designation system be spent on teacher compensation on the campus where the designated teacher works. TEC Section 48.114 (i)(1)(A) states that: "A district shall annually certify that funds received under this section were used as follows: At least 90% of each allotment received was used for the compensation of teachers employed at the campus at which the teacher for whom the district received the allotment is employed." The statute states that TIA funds are not considered a property right.

The district should spend no more than 10% of TIA funds at the district level to support the rollout and implementation of TIA. The state will calculate rural and socio-economic tier funding status annually based on student enrollment. Allotment funds will be based on the campus and not the individual students assigned to the designated teacher. If a designated teacher moves campuses from one school year to another, the allotment that the designated teacher generates will be recalculated based on the new campus's rural and socio-economic tier funding status. Lufkin ISD will track performance of designated teachers each year and support them to ensure they continue to perform at or above their designation level.

### ***Teacher Designation Award Amount Determinations***

The funding available from the Teacher Incentive Allotment varies by designation. The exact amount of funding per teacher is determined by a formula that considers the designation earned, the level of socio-economic need at the teacher's assigned campus, and whether the campus is rural or non-rural. Funding for a Recognized designation ranges from \$3-9K, Exemplary designation ranges from \$6-18K, and Master designations range from \$12-32K. The TEA TIA interactive funding map may be accessed at <https://tiatexas.org/funding/>.

### ***Distribution of Compensation***

The statute requires that 90% of TIA funds be distributed directly to teachers at the campus where the designated teacher is employed at the time the TIA funds are allotted. Statute allows this 90% to include the benefit and retirement spending. It also requires that 10% of the funds remain at the district level to support the TIA initiative. The additional TIA compensation is TRS eligible and will be included in the annual wages reported to the Teacher Retirement System (TRS) and will be used when calculating retirement benefits.

During the district's TIA stakeholder committee meetings, input was gathered on the development of Lufkin ISD's spending plan. The district included District leaders, Business Manager, teachers and principals in the decision-making process. Of the 90% required by TEA to be spent on teacher compensation, Lufkin ISD TIA designated teachers will receive 90% of the TIA funds. This 90% of the TIA compensation amounts received will include typical reductions from the allotment received to cover the cost of TRS, on-behalf payments, Medicare, Workers Compensation, and any other pertinent

deductions. The district will maintain 10% for TIA initiative support.

### ***Frequency of Compensation***

TIA compensation is an annual allotment provided by the State and subject to the availability of state funding allocations. TIA designated teachers will receive TIA compensation annually based on their TIA designation. Funding for their designation will be determined based on their campus assignment at the time of the Winter Class Roster. Compensation will be in the form of a one-time stipend paid in August.

### ***Impact of Compensation***

TIA compensation will be included in the annual wages reported to the Teacher Retirement System (TRS) and will be used when calculating retirement benefits. TRS benefits are subject to TRS rules and regulations.

### ***Movement of Designated Teachers***

If a designated teacher leaves the district prior to Winter Class Roster Verification (generally in February of each school year), Lufkin ISD will not receive allotment funding for the designated teacher and therefore no TIA compensation will be given to that teacher.

There will not be any adjustment to the distribution of funds for designated teachers who leave the district after Winter Class Roster submission (generally in February). If the teacher leaves the district prior to the August payout, then the district will provide the payout to the teacher with their last paycheck. If the designated teacher retires after the Winter Roster submission, the TIA funds will be provided to the teacher prior to his/her last date of service. The two dates are contingent on the final approval being received from TEA. If a teacher retires before the Winter Roster submission, then no TIA funds will be provided to the teacher.

For a designated teacher that has moved to another classroom in a different Texas school district, to receive TIA compensation for the remaining years, the designated teacher will need to work with their new Texas school district or charter school to be compensated under that district's TIA plan.

If a designated teacher moves between campuses within Lufkin ISD during the school year, Lufkin ISD will provide TIA compensation to the designated teacher based on the campus where the designated teacher was assigned during the Winter Class Roster (generally in February of each school year).

If a designated teacher moves into the district prior to Winter Class Roster Verification (generally in February of each school year), the designated Teacher will receive TIA compensation based on the campus where the designated teacher was assigned during Winter Class Roster. The spending plan will be the same for newly hired designated teachers.

If a Designated Teacher moves into the district after Winter Class Roster Verification (generally in February of each school year), Lufkin ISD will not be responsible for paying TIA compensation to the Designated Teacher. In order for a Designated Teacher to receive TIA compensation, the Designated Teacher will need to work with their former Texas school district or charter school to be compensated under TIA. Lufkin ISD will provide the Designated Teacher's compensation for the remaining years of the teacher's designation. The amount of funds earned under TIA would follow the Lufkin TIA spending

plan.

If a designated teacher no longer serves in an eligible teaching position the year following the data capture year, TEA prohibits Lufkin ISD from recommending the teacher to the state for TIA designation.

For example, if a teacher is designated as a result of data collected in the 2022-2023 school year, but the teacher moves into an Assistant Principal/Instructional Coach/Counselor/Other Administrative position in the 2023-2024 school year, the teacher cannot be put forth for a designation because they are no longer serving in an eligible teaching position. Once a teacher has earned a designation, the teacher will need to continue to serve in an eligible teaching position for each of the five years to receive the annual TIA designation compensation.

### ***Board Support***

The Board of Trustees has acknowledged its support of the District taking the actions necessary to participate in the Teacher Incentive Allotment Program, including submitting an application, submitting a plan, and engaging in the plan development process with the State of Texas. The district's compensation plan is approved annually by the Board of Trustees. TIA compensation is included in the district compensation plan. The Board of Trustees will approve the expenditure of TIA funds as part of the annual budgeting process in August of each year. The district may propose a budget amendment to the Board of Trustees each year after the final allotment is determined for the district by the state.

The District's spending plan is included in the District's TIA Handbook. The spending plan is also reviewed during TIA faculty presentations in which the District's overall TIA plan is communicated to the staff.

## Glossary of Compensation Terms

**Base Pay**—Fixed compensation paid for performing standard job duties. Base pay is usually expressed in annual, monthly, or hourly rates.

**Benchmark Job**—A job that has consistent qualifications and duties comparable to the same or similar jobs in other comparable employers or outside organizations.

**Compensable Job Factor**—Criterion used to compare job duties in a job evaluation plan. The most common compensable factors include the skill, effort, responsibility, and working conditions required in the job.

**Control Points**—The minimum, midpoint, and maximum values set within a pay range to control and link pay to job value.

**Equity Adjustment**—A special pay increase granted, in addition to a general pay increase, to correct or improve an identified inequity in pay.

**Exempt**—A term that refers to jobs that are exempt from the overtime requirements of the Fair Labor Standards Act (FLSA). These jobs meet specific duty criteria for an administrative, executive, professional, or computer professional and are not entitled to overtime pay or compensatory time.

**External Pay Equity**—A measure of the relationship of an organization’s pay relative to what other employers pay for the same job.

**General Pay Increase**—A pay increase given “across the board” to all or to a general category of employees without variation for individual performance.

**Green Circle Rate**—An individual pay rate that is below the minimum of the assigned pay range.

**Incentive Pay Plans**—Pay plans that are designed to reward accomplishment of specified goals and/or defined outcomes.

**Incentives**—Fixed amounts, typically paid in lump sums, to reward accomplishment of goals and/or outcomes.

**Internal Pay Equity**—The relationship of jobs and job incumbents within an organization based on relative value.

**Job Analysis**—The process of identifying and defining the required level of knowledge, skills, and abilities required to perform a job.

**Job Description**—Summary of the most important tasks, qualifications necessary, characteristics, and working conditions of each job.

**Job Evaluation**—A method by which management determines the relative value of various jobs within

the organization. The end result of job evaluation is the assignment of jobs to a hierarchy of pay grade levels.

**Job Family**—Jobs involving work of the same nature but requiring different skill and responsibility levels.

**Job Market Pricing**—The process of identifying competitive job markets, obtaining data from salary surveys, selecting benchmark jobs, and analyzing and summarizing market pay data.

**Market Comparison**—The ratio of pay for a job compared to pay for the same job in the external job market.

**Maximum Pay Rate**—The highest pay value in a pay range.

**Median**—The middle value of a set of data. Half the data is greater than the median value and the other half is less than the median value.

**Merit Increase**—Pay increase awarded to an employee based on their performance. Also referred to as pay-for-performance.

**Midpoint Rate**—The control point in a pay range that is halfway between the minimum and maximum points. The midpoint rate is the competitive control point representing the desired target rate of pay for experienced and competent job incumbents.

**Minimum Pay Rate**—The lowest pay value in a pay range.

**Nonexempt**—A term that refers to jobs that are subject to the minimum hourly pay and overtime requirements of the Fair Labor Standards Act (FLSA).

**Pay Grade**—One of the levels or groups into which jobs of the same or similar value are grouped for compensation purposes.

**Pay Range**—The range of pay from minimum to maximum, established for a pay grade. Used as a guideline for setting and controlling individual pay rates.

**Pay Structure**—Hierarchy of pay grades and pay ranges that form the underlying framework of the pay system. The pay structure controls employee pay and links pay to the value of each job in the organization.

**Range Offset**—An equal percentage above and below the midpoint of a pay range that is used to set the minimum and maximum control points.

**Range Progression**—The amount of increase between successive pay ranges in a pay structure, expressed as the percent difference between midpoints.

**Range Spread**—The percent of variance between the minimum and maximum control points in a pay

range.

**Reclassification**—The reassignment of a position to a different pay grade in the pay structure hierarchy.

**Red Circle Rate**—An individual pay rate that is above the maximum of the assigned pay range.

**Stipend**—A fixed amount added to base pay to compensate employees for extra duties or special credentials.

**Structure Adjustment**—Increasing the control points of a salary structure to maintain its economic and competitive value.

## Summary of Compensation Laws

The following is a summary of the compensation-related laws that districts must comply with.

Law	Federal or State	Major Provisions	Enforcement Agency
Equal Pay Act (EPA)	Federal	<ul style="list-style-type: none"> <li>Requires that men and women receive equal pay for equal work in jobs that require substantially equal skill, effort and responsibility. Allows pay differentials derived from a bona fide seniority or performance-based pay system, or any other factor other than sex.</li> </ul>	Equal Employment Opportunity Commission (EEOC)
Fair Labor Standards Act (FLSA)	Federal	<ul style="list-style-type: none"> <li>Defines minimum wage</li> <li>Defines overtime and premium pay requirements</li> <li>Regulates child labor</li> <li>Defines wage and hour records required for nonexempt jobs</li> <li>Defines duty tests for determining exemption status of jobs</li> </ul>	U.S. Department of Labor, Wage and Hour Division (DOL)
Internal Revenue Code Section 125 Plan (Cafeteria Plan)	Federal	<ul style="list-style-type: none"> <li>Allows employees to pay for certain eligible benefits with pre-tax dollars, including insurance premiums, flexible spending accounts, dependent care accounts, and others</li> <li>Requires a written plan</li> <li>Limits coverage to employees and their dependents</li> <li>Prohibits favoring highly compensated employees</li> <li>Requires elections in advance of the coverage period</li> </ul>	Internal Revenue Service (IRS)

Law	Federal or State	Major Provisions	Enforcement Agency
Minimum Salary Schedule for Certain Professional Staff (Texas Education Code §21.402)	State	<ul style="list-style-type: none"> <li>• Establishes the state’s minimum salary schedule</li> <li>• Requires districts to pay classroom teachers and full-time school nurses (RN), librarians, and counselors no less than the minimum monthly salary based on employee’s level of experience</li> <li>• Requires continued payment of <a href="#">career ladder supplement</a> to those receiving it as of August 31, 1993 who are continuously employed in the same district</li> </ul>	Texas Education Agency (TEA)
Placement on Minimum Salary (Texas Education Code §21.403)	State	<ul style="list-style-type: none"> <li>• Requires advancement of one step on the minimum salary schedule for each year of experience until step 20</li> </ul> <p>Applies to classroom teachers, registered nurses, librarians, counselors</p> <ul style="list-style-type: none"> <li>• Requires work experience count toward step credit up to two years for certified career or technology education teachers</li> </ul> <p>Applies to career and technology education teachers</p> <ul style="list-style-type: none"> <li>• Entitles classroom teachers or librarians that received career ladder supplements as of August 31, 1993, to maintain placement on the minimum salary schedule one or two steps above where they would normally be placed as long as employed by the same district</li> </ul>	Texas Education Agency (TEA)

Law	Federal or State	Major Provisions	Enforcement Agency
Salary Advances (Texas Constitution Art. III, §52)	State	<ul style="list-style-type: none"> <li>• Prohibits the grant of public funds and the lending of public credit to private individuals or organizations.</li> </ul> <p>Salary advances to employees could constitute lending the school district's credit</p> <p>The attorney general has opined that a municipality's decision to advance salaries to employees to be fully earned within one year would not be approved by the courts, as there is no implicit public purpose in advancing salary to employees</p>	
Texas Payday Law	State	<ul style="list-style-type: none"> <li>• Does not apply to government employers including school districts.</li> <li>• For private employers the following applies:</li> </ul> <p>Governs pay agreements, frequency of pay, methods of pay, delivery of wages, fringe benefits, final pay, and severance pay</p> <p>Defines allowable deductions from pay, including deductions for interest, administrative fees, and other costs to the employer</p>	Texas Workforce Commission (TWC)

**APPENDIX I: 2025-2026 Pay Tables**



**2025-2026  
Teacher Compensation Plan**

YearsofExperience	NewHireSalary	TeacherRetentionAllotment*	Total
0	\$50,000	---	
1	\$50,500	---	
2	\$51,000	---	
3	\$51,500	+\$2,500	\$54,000
4	\$52,000	+\$2,500	\$54,500
5	\$52,500	+\$5,000	\$57,500
6	\$53,000	+\$5,000	\$58,000
7	\$53,500	+\$5,000	\$58,500
8	\$54,000	+\$5,000	\$59,000
9	\$54,500	+\$5,000	\$59,500
10	\$55,200	+\$5,000	\$60,200
11	\$55,900	+\$5,000	\$60,900
12	\$56,600	+\$5,000	\$61,900
13	\$57,300	+\$5,000	\$62,300
14	\$58,000	+\$5,000	\$63,000
15	\$58,700	+\$5,000	\$63,700
16	\$59,600	+\$5,000	\$64,600
17	\$60,500	+\$5,000	\$65,500
18	\$61,400	+\$5,000	\$66,400
19	\$62,300	+\$5,000	\$67,300
20	\$63,200	+\$5,000	\$68,200
21	\$63,850	+\$5,000	\$68,850
22	\$64,450	+\$5,000	\$69,450
23	\$64,850	+\$5,000	\$69,850
24	\$65,550	+\$5,000	\$70,550
25	\$66,350	+\$5,000	\$71,350
26	\$67,300	+\$5,000	\$72,300
27	\$67,750	+\$5,000	\$72,750
28	\$68,150	+\$5,000	\$73,150
29	\$68,850	+\$5,000	\$73,850
30+	\$69,700	+\$5,000	\$74,700

\* To be eligible under the TRA statute, a classroom teacher must be employed by a school system, teach in an academic or career and technology instructional setting for an average of at least four hours per day, and be in a role that typically requires or could require State Board for Educator Certification (SBEC) teaching certification.

The salaries listed above are based on 10-month employment for the 2025-2026 school year. Salary plans are determined on an annual basis, and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

**\$1,000 Master’s Degree – General Stipend**

**2025-2026 Administrative Professional Pay Plan**  
Lufkin ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>			<b>Daily</b>	<b>\$225.50</b>	<b>\$275.00</b>	<b>\$324.50</b>
	Coordinator - 21st Century	221	<b>182 Days</b>	41,041	50,050	59,059
	Coordinator - At Risk	202	<b>187 Days</b>	42,169	51,425	60,682
	Coordinator - Gear Up	221	<b>192 Days</b>	43,296	52,800	62,304
	Specialist - Translation	221	<b>202 Days</b>	45,551	55,550	65,549
	Specialists - District Communications	221	<b>207 Days</b>	46,679	56,925	67,172
	Specialist - Family Engagement	221	<b>221 Days</b>	49,836	60,775	71,715
	Specialist - Student Support	192				
	Speech Therapy Asst	182, 187				
<b>2</b>			<b>Daily</b>	<b>\$281.88</b>	<b>\$343.75</b>	<b>\$405.63</b>
	Accountant I	221	<b>182 Days</b>	51,302	62,563	73,825
	ARD Facilitator	182, 197	<b>187 Days</b>	52,712	64,281	75,853
	Coordinator - Behavior Support	192, 197	<b>192 Days</b>	54,121	66,000	77,881
	Coordinator - Behavior Support PK-5	187	<b>197 Days</b>	55,530	67,719	79,909
	Coordinator - Early Child Care	221	<b>202 Days</b>	56,940	69,438	81,937
	Coordinator - Events, Venues, and Digital Ticketing	207	<b>207 Days</b>	58,349	71,156	83,965
	Coordinator - Literacy PK	187	<b>221 Days</b>	62,295	75,969	89,644
	Coordinator - Testing	207				
	Go Center Advisor	182, 221				
	Instructional Coach	187, 202, 221				
	Library/Media Specialist	182, 187				
	Nurse (RN)	182				
	Social Worker	197, 202				
	Success Coach	202, 221				
<b>3</b>			<b>Daily</b>	<b>\$298.79</b>	<b>\$364.38</b>	<b>\$429.97</b>
	Athletic Trainer	182, 192	<b>182 Days</b>	54,380	66,317	78,255
	Accountant II	221	<b>192 Days</b>	57,368	69,961	82,554
	Coordinator - Facilities	221	<b>202 Days</b>	60,356	73,605	86,854
	Coordinator - Safety and Security	221	<b>207 Days</b>	61,850	75,427	89,004
	Coordinator - STEM Academy	221	<b>215 Days</b>	64,240	78,342	92,444
	Counselor - AEC	202	<b>221 Days</b>	66,033	80,528	95,023
	Counselor - ES	192				
	Counselor - MS	202, 215, 221				
	Counselor - PS	192				
	Specialist - Digital Learning	221				
	Specialist - Instructional Tech	207				

<b>4</b>		<b>Daily</b>	<b>\$316.72</b>	<b>\$386.24</b>	<b>\$455.76</b>
Asst Principal - ES	192	<b>182 Days</b>	57,643	70,296	82,948
Asst Principal - PS	192,202	<b>187 Days</b>	59,227	72,227	85,227
Coordinator - Digital Learning	221	<b>192 Days</b>	60,810	74,158	87,506
Counselor - HS	202	<b>197 Days</b>	62,394	76,089	89,785
Cybersecurity Analyst	221	<b>202 Days</b>	63,977	78,020	92,064
Diagnostician	197	<b>215 Days</b>	68,095	83,042	97,988
Network Administrator	221	<b>221 Days</b>	69,995	85,359	100,723
Occupational Therapist	182,202				
Physical Therapist	202				
Speech Pathologist	187				
Supervisor - Deaf Education	221				

<b>5</b>		<b>Daily</b>	<b>\$335.76</b>	<b>\$409.46</b>	<b>\$483.16</b>
Asst Principal - HS	207,221	<b>202 Days</b>	67,824	82,711	97,598
Asst Principal - MS	202	<b>207 Days</b>	69,502	84,758	100,014
		<b>221 Days</b>	74,203	90,491	106,778

<b>6</b>		<b>Daily</b>	<b>\$355.97</b>	<b>\$434.11</b>	<b>\$512.25</b>
Associate Principal - HS	221	<b>221 Days</b>	78,669	95,938	113,207
Associate Principal - MS	221				
Principal - ES	221				
Principal - PS	221				

<b>7</b>		<b>Daily</b>	<b>\$377.35</b>	<b>\$460.18</b>	<b>\$543.01</b>
Director - 21 Century Learning	221	<b>202 Days</b>	76,225	92,956	109,688
Director - Advanced Academics	221	<b>221 Days</b>	83,394	101,700	120,005
Director - Band	221	<b>261 Days</b>	98,488	120,107	141,726
Director - Bilingual & ESL	221				
Director - Child Nutrition	221				
Director - Early College HS	221				
Director - Gear Up	221				
Director - Guidance & Counseling	221				
Director - Health Services	202				
Director - PEIMS	221				
Director - PK-5 Academics & Assessment	221				
Director - Purchasing & Risk Management	221				
Director - Secondary Academics & Assessment	221				
Director - Special Services	221				
Director - State & Federal Programs	221				
Director - Stronger Connection	221				
Director - Student Services	221				
Director - Technology	221				
Director - TIA	221				
Director - Transportation	261				

<b>8</b>		<b>Daily</b>	<b>\$399.99</b>	<b>\$487.79</b>	<b>\$575.59</b>
Chief Police	221	<b>221 Days</b>	88,398	107,802	127,205
Director - Athletics/Head Football Coach	221	<b>261 Days</b>	104,397	127,313	150,229
Director - Career & Technology	221				
Director - Girls Athletics	221				
Director - Human Resource Services	221				
Director - Maintenance Services	261				
Exec Director - Special Programs	221				
Principal - Alt	221				
Principal - MS	221				
<b>9</b>		<b>Daily</b>	<b>\$499.99</b>	<b>\$609.74</b>	<b>\$719.49</b>
Chief Technology Officer	221	<b>221 Days</b>	110,498	134,753	159,007
Principal - HS	221				
<b>10</b>		<b>Daily</b>	<b>\$551.63</b>	<b>\$664.62</b>	<b>\$777.61</b>
Asst Superintendent - School Admin	221	<b>221 Days</b>	121,910	146,881	171,852
Asst Superintendent - 6-12 Programs	221				
Asst Superintendent - PK-5 Programs	221				
Chief Financial Officer	221				
Chief Innovation Officer	221				
<b>11</b>		<b>Daily</b>	<b>\$667.48</b>	<b>\$804.19</b>	<b>\$940.90</b>
Deputy Superintendent	221	<b>221 Days</b>	147,513	177,726	207,939

**2025-2026 Clerical Paraprofessional Pay Plan**  
Lufkin ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>						
	Aide - Instructional	182	<b>Hourly</b>	<b>\$12.50</b>	<b>\$15.06</b>	<b>\$17.62</b>
	Aide - Pre K	182	<b>182 Days</b>	18,200	21,927	25,655
	Aide - SPED Resource	182	<b>192 Days</b>	19,200	23,132	27,064
	Receptionist - ES	192	<b>197 Days</b>	19,700	23,735	27,769
	Receptionist - HS	182, 221	<b>221 Days</b>	22,100	26,626	31,152
	Receptionist - MS	197				
	Receptionist - PS	192				
<b>2</b>						
	Aide - ISS	197	<b>Hourly</b>	<b>\$13.50</b>	<b>\$16.26</b>	<b>\$19.02</b>
	Aide - Library	182	<b>182 Days</b>	19,656	23,675	27,693
	Aide - SPED Self Contained	182	<b>197 Days</b>	21,276	25,626	29,976
	Aide - Cert. Deaf Education Interpreter	182				
	Aide - SPED Behavior	182				
<b>3</b>						
	Aide - Nurse	182	<b>Hourly</b>	<b>\$14.50</b>	<b>\$17.47</b>	<b>\$20.44</b>
	Clerk - Attendance HS	192, 202	<b>182 Days</b>	21,112	25,436	29,761
	Clerk - Attendance MS	192	<b>192 Days</b>	22,272	26,834	31,396
	Parent Liason	197	<b>197 Days</b>	22,852	27,533	32,213
	Receptionist - Admin	221	<b>202 Days</b>	23,432	28,232	33,031
	Secretary - Associate Principal HS	197, 221	<b>221 Days</b>	25,636	30,887	36,138
	Secretary - Asst Principal HS	197				
	Secretary - Counselor	221				
	Secretary - HS	197				
	Secretary - MS	197				
	Secretary - Gear Up	221				
<b>4</b>						
	Registrar - HS	221	<b>Hourly</b>	<b>\$15.50</b>	<b>\$18.68</b>	<b>\$21.86</b>
	Registrar - MS	221	<b>202 Days</b>	25,048	30,187	35,326
	Secretary - Principal AEC	202	<b>221 Days</b>	27,404	33,026	38,648
	Secretary - Principal ES	202				
	Secretary - Principal MS	221				
	Secretary - Principal PS	202				

<b>5</b>		<b>Hourly</b>	<b>\$16.50</b>	<b>\$19.88</b>	<b>\$23.26</b>
Clerk - Accounts Payable	221	<b>182 Days</b>	24,024	28,945	33,867
Licensed Vocational Nurse	182	<b>197 Days</b>	26,004	31,331	36,658
Secretary - Dept Instruction	215	<b>202 Days</b>	26,664	32,126	37,588
Secretary - Director Athletics	221	<b>215 Days</b>	28,380	34,194	40,007
Secretary - Director Child Nutrition	221	<b>221 Days</b>	29,172	35,148	41,124
Secretary - Director CTE	197	<b>260 Days</b>	34,320	41,350	48,381
Secretary - Director Custodial	260				
Secretary - Director Health Services	202				
Secretary - Director Human Resources	221				
Secretary - Director Maintenance	260				
Secretary - Director Security	221				
Secretary - Director Transport	260				
Secretary - Principal HS	221				
Secretary - Special Education	197				
Secretary - Special Services	221				
<b>6</b>		<b>Hourly</b>	<b>\$19.75</b>	<b>\$23.80</b>	<b>\$27.85</b>
Specialist - PEIMS	221	<b>221 Days</b>	34,918	42,078	49,239
Coordinator - Public Relations	221				
Secretary - Asst Superintendent	221				
Secretary - CFO	221				
Secretary - Legal Counsel	221				
Specialist - Human Resources	221				
Specialist - Payroll	221				
Technician - Computer	221				
<b>7</b>		<b>Hourly</b>	<b>\$23.25</b>	<b>\$28.01</b>	<b>\$32.77</b>
Lead Specialist - Payroll	221	<b>221 Days</b>	41,106	49,522	57,937
Lead Technician - Computer	221				
<b>8</b>		<b>Hourly</b>	<b>\$27.50</b>	<b>\$33.13</b>	<b>\$38.76</b>
Executive Assistant - Superintendent	221	<b>221 Days</b>	48,620	58,574	68,528
Supervisor - Payroll & Benefits	221				
<b>CM</b>		<b>Hourly</b>	<b>\$12.50</b>	<b>\$12.50</b>	<b>\$12.50</b>
Content Mastery	182	<b>182 Days</b>	18,200	18,200	18,200
<b>CST</b>		<b>Hourly</b>	<b>\$13.74</b>	<b>\$13.74</b>	<b>\$13.74</b>
Clinical Student Teacher	91,182	<b>91 Days</b>	10,000	10,000	10,000
		<b>182 Days</b>	20,000	20,000	20,000
<b>ECW</b>		<b>Hourly</b>	<b>\$15.00</b>	<b>\$18.07</b>	<b>\$21.14</b>
CUBS Early Childcare Worker	192	<b>192 Days</b>	23,040	27,756	32,471

## 2025-2026 Auxiliary Pay Plan

Lufkin ISD

\*Annual amounts are based on 8 hours per day.

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>			<b>Hourly</b>	<b>\$11.25</b>	<b>\$13.55</b>	<b>\$15.85</b>
	Bus Monitor	181	<b>177 Days</b>	15,930	19,187	22,444
	Crossing Guard	177	<b>181 Days</b>	16,290	19,620	22,951
<b>2</b>			<b>Hourly</b>	<b>\$12.25</b>	<b>\$14.76</b>	<b>\$17.27</b>
	Custodian	260	<b>260 Days</b>	25,480	30,701	35,922
	Utility Worker	260				
<b>3</b>			<b>Hourly</b>	<b>\$13.50</b>	<b>\$16.27</b>	<b>\$19.04</b>
	Groundskeeper	260	<b>182 Days</b>	19,656	23,689	27,722
	Lead - Custodian AEC	260	<b>260 Days</b>	28,080	33,842	39,603
	Lead - Custodian ES	260				
	Mail Carrier	260				
	Security Guard	182				
	Warehouse Worker	260				
<b>4</b>			<b>Hourly</b>	<b>\$16.25</b>	<b>\$19.58</b>	<b>\$22.91</b>
	Dispatcher	260	<b>260 Days</b>	33,800	40,726	47,653
	Lead - Custodian HS	260				
	Lead - Custodian MS	260				
	Specialist - Pest Control	260				
<b>5</b>			<b>Hourly</b>	<b>\$19.50</b>	<b>\$23.49</b>	<b>\$27.48</b>
	Bus Driver	181	<b>181 Days</b>	28,236	34,014	39,791
	Manager - Cafeteria HS	190	<b>190 Days</b>	29,640	35,705	41,770
	Manager - Cafeteria MS	190	<b>260 Days</b>	40,560	48,859	57,158
	Router	260				
<b>6</b>			<b>Hourly</b>	<b>\$20.75</b>	<b>\$25.00</b>	<b>\$29.25</b>
	Asst Supervisor - Custodian	260	<b>260 Days</b>	43,160	52,000	60,840
	Bus Driver - Trainer	260				
	Maintenance - General	260				
<b>7</b>			<b>Hourly</b>	<b>\$22.00</b>	<b>\$26.50</b>	<b>\$31.01</b>
	Vehicle Mechanic	260	<b>260 Days</b>	45,760	55,120	64,501

<b>8</b>		<b>Hourly</b>	<b>\$23.75</b>	<b>\$28.62</b>	<b>\$33.49</b>
Lead - Cafeteria Maintenance	260	<b>221 Days</b>	41,990	50,600	59,210
Lead - Warehouse	260	<b>260 Days</b>	49,400	59,530	69,659
Maintenance - Electrician	260				
Maintenance - HVAC	260				
Maintenance - Plumbing	260				
Supervisor - Child Nutrition	221				
Supervisor - Custodian	260				
<b>9</b>		<b>Hourly</b>	<b>\$26.50</b>	<b>\$31.93</b>	<b>\$37.36</b>
Lead - Carpenter	260	<b>221 Days</b>	46,852	56,452	66,052
Lead - Electrician	260	<b>260 Days</b>	55,120	66,414	77,709
Lead - Plumber	260				
Lead - Vehicle Mechanic	260				
Police Officer	221				
<b>10</b>		<b>Hourly</b>	<b>\$32.25</b>	<b>\$38.86</b>	<b>\$45.47</b>
Police Sergeant	221	<b>221 Days</b>	57,018	68,704	80,391
<b>Cafe1</b>		<b>Hourly</b>	<b>\$15.00</b>	<b>\$18.07</b>	<b>\$21.14</b>
Specialist - Cafeteria	184	<b>184 Days</b>	22,080	26,599	31,118
<b>Cafe2</b>		<b>Hourly</b>	<b>\$15.75</b>	<b>\$18.97</b>	<b>\$22.19</b>
Asst Manager - Cafeteria HS	190	<b>190 Days</b>	23,940	28,834	33,729
Asst Manager - Cafeteria MS	190				
<b>Cafe3</b>		<b>Hourly</b>	<b>\$16.75</b>	<b>\$20.18</b>	<b>\$23.61</b>
Manager - Cafeteria ES	190	<b>190 Days</b>	25,460	30,674	35,887

## APPENDIX II: 2025-2026 LISD Insurance Contribution Table

<b>TRS ACTIVECARE RATES FOR 2025-2026</b>					
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Ded Code	TRS Active Care 1HD	New Prem.	District Contribution	2025-2026 Employee Contribution	2025-2026 Biweekly Contribution
TH1	Employee Only	546.00	350.00	196.00	98.00
TH1	Employee & Spouse	1475.00	350.00	1125.00	562.50
TH1	Employee & Children	929.00	350.00	579.00	289.50
TH1	Employee & Family	1857.00	350.00	1507.00	753.50
TH1	Employee & Family Dual	1857.00	700.00	1157.00	578.50
NEW	<b>TRS Active Care Primary</b>	<b>New Prem.</b>			
THPR	Employee Only	528.00	350.00	178.00	89.00
THPR	Employee & Spouse	1426.00	350.00	1076.00	538.00
THPR	Employee & Children	898.00	350.00	548.00	274.00
THPR	Employee & Family	1796.00	350.00	1446.00	723.00
THPR	Employee & Family Dual	1796.00	700.00	1096.00	548.00
	<b>TRS Active Care Primary +</b>	<b>New Prem.</b>			
THP+	Employee Only	621.00	350.00	271.00	135.50
THP+	Employee & Spouse	1615.00	350.00	1265.00	632.50
THP+	Employee & Children	1056.00	350.00	706.00	353.00
THP+	Employee & Family	2050.00	350.00	1700.00	850.00
THP+	Employee & Family Dual	2050.00	700.00	1350.00	675.00
	<b>TRS Active Care 2</b>	<b>New Prem.</b>			
TH2	Employee Only	1013.00	350.00	663.00	331.50
TH2	Employee & Spouse	2402.00	350.00	2052.00	1026.00
TH2	Employee & Children	1507.00	350.00	1157.00	578.50
TH2	Employee & Family	2841.00	350.00	2491.00	1245.50
TH2	Employee & Family Dual	2841.00	700.00	2141.00	1070.50

### APPENDIX III: 2025-2026 Substitute Pay

Title	Campus	Half Day	Full Day	Hourly Rate
Certified/Degreed Substitute	Districtwide	\$50	\$100	
Uncertified/Non-degreed	Districtwide	\$43	\$85	n/a
Paraprofessionals	Districtwide	\$39	\$77	n/a
Critical Special Ed Paraprofessionals	Districtwide	\$43	\$85	n/a
Certified/Degreed Long-Term Sub	Districtwide		\$105	n/a
Uncertified/Non-degreed Long Term Sub	Districtwide		\$90	n/a
Degreed Personnel Hired to Teach before Certified	Districtwide		\$180	n/a
Custodial Substitute	Districtwide			\$10
SNS Substitute	Districtwide			\$10
Speech Language Pathologist Substitute (Long Term)	Districtwide		\$300	n/a
Bus Monitor**	Transportation			\$10
Bus Driver**	Transportation			\$15

LONG - TERM Sub = A Substitute in the same sub teacher assignment for more than 10 consecutive days. They are paid the long-term substitute rate on the 11th day of an assignment.

ESS is the company that Lufkin ISD hires to provide sub services for teachers and critical Special Education Paraprofessionals. The employees that are subs are actually employees of ESS and not Lufkin ISD. An application can be completed on the ESS.com website or call 1-800-641-0140. The rates above are the rates the substitute will receive. Lufkin ISD actually pays more to ESS for these subs.

\*\*These two types of subs are filled by the Transportation Department not ESS.

**APPENDIX IV: Professional Supplemental and Stipends  
Supplemental Pay Tables**

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# Stipends

LEVEL	DESCRIPTION	LOCATION	0	1	2	2.5	3	3.5	4	5	6	7	8	9	10
ACCLR-0	ACCELERATED LEARNING	DISTRICTWIDE		\$ 750.00											
BIL-0	BILINGUAL CERTIFICATION	DISTRICTWIDE	\$ 750.00	\$ 3,000.00	\$ 5,000.00							\$ 3,500.00			
COORD-0	COORDINATOR	DISTRICTWIDE	\$ 1,250.00	\$ 2,500.00	\$ 5,000.00	\$ 3,000.00	\$ 4,000.00	\$ 3,500.00	\$ 2,000.00						
CPISP-0	CPI INSTRUCTOR/SPEL BEHAVIOR	DISTRICTWIDE	\$ 1,500.00												
DIGLN	DIGITAL LEARN	DISTRICTWIDE	\$ 5,000.00												
DUAL-0	DUAL LANGUAGE	DISTRICTWIDE		\$ 1,800.00	\$ 3,600.00										
ESL-0	ESL CERTIFICATION	DISTRICTWIDE			\$ 750.00		\$ 1,500.00								
ESLSH-0	ESL SHELTERED	DISTRICTWIDE		\$ 750.00	\$ 1,000.00										
FAC-0	FACILITATOR	DISTRICTWIDE		\$ 250.00	\$ 500.00	\$ 1,000.00	\$ 2,000.00	\$ 2,500.00	\$ 4,000.00		\$ 3,000.00	\$ 1,500.00	\$ 8,500.00		
HNTEACH	HIGH NEEDS TEACHER	DISTRICTWIDE	\$ 1,500.00	\$ 2,000.00	\$ 3,000.00	\$ 4,000.00									
HOURS-0	MASTERS DEGREE	DISTRICTWIDE		\$ 300.00	\$ 1,000.00										
IPMCOORD	PEST MANAGEMENT COORDINATOR	DISTRICTWIDE	\$ 8,500.00												
LIBR-0	LIBRARY MEDIA SPECIALIST	DISTRICTWIDE	\$ 2,500.00												
LPAC-0	LANGUAGE PROFICIENCY ASSESSMENT COMMITTEE	DISTRICTWIDE		\$ 250.00	\$ 500.00		\$ 1,000.00		\$ 1,500.00	\$ 3,000.00	\$ 2,000.00	\$ 2,500.00	\$ 3,500.00		
MATH ST	MATH STIPEND	DISTRICTWIDE		\$ 1,500.00											
NURSE-0	NURSE DIRECTOR	DISTRICTWIDE		\$ 4,000.00											
PHONE-0	PHONE	DISTRICTWIDE		\$ 360.00	\$ 480.00										
READ-0	READING ACADEMY	DISTRICTWIDE	\$ 2,500.00												
RET-0	RETENTION	DISTRICTWIDE	\$ 525.00	\$ 1,050.00											
SCIEN ST	SCIENCE STIPEND	DISTRICTWIDE		\$ 1,500.00											
SPEDETI	SPECIAL EDUCATION STIPEND	DISTRICTWIDE	\$ 2,000.00	\$ 3,000.00											
TELPAS	TELPAS	DISTRICTWIDE		\$ 750.00											
TRANS-0	TRANSLATING DOCUMENTS FOR COMPLIANCE	DISTRICTWIDE	\$ 5,000.00												
TRAVL-0	TRAVEL	DISTRICTWIDE	\$ 440.00	\$ 480.00	\$ 720.00	\$ 900.00	\$ 1,200.00		\$ 1,350.00	\$ 1,500.00	\$ 1,650.00	\$ 1,800.00	\$ 3,600.00	\$ 4,800.00	
ACAD-0	ACADEMIC DECATHLON	LHS		\$ 2,500.00											
ATHASSISTDIR HS	ATHLETIC ASSISTANT DIRECTOR	LHS	\$ 12,000.00												
ATHCOACH HS	HS ATHLETIC COACHING	LHS	\$ 2,500.00	\$ 4,500.00	\$ 6,000.00	\$ 8,000.00	\$ 10,000.00	\$ 12,000.00							
ATHCRDTRN HS	HS ATHLETIC COORDINATOR/TRAINER	LHS	\$ 2,000.00	\$ 12,000.00	\$ 14,000.00										
CCMR-0	COLLEGE, COLLEGE, MILITARY READINESS	LHS		\$ 5,000.00											
CCMRP-0	COLLEGE, COLLEGE, MILITARY READINESS - P	LHS		\$ 1,500.00											
CLASS-0	CLASS SPONSOR	LHS	\$ 500.00												
FISH-0	FISHING	LHS					\$ 2,000.00								
FRESH-0	FRESHMAN SPONSOR	LHS		\$ 500.00											
IGNIT-0	IGNITE PROGRAM	LHS	\$ 750.00	\$ 1,000.00											
JR-0	JUNIOR SPONSOR	LHS		\$ 500.00											
KYSSD-0	KYSSD SPONSOR	LHS		\$ 1,000.00											
NEWS-0	NEWSPAPER SPONSOR	LHS		\$ 1,000.00											
NHS-0	NHS SPONSOR	LHS		\$ 500.00											
SENIOR-0	SENIOR SPONSOR	LHS		\$ 500.00											
SOPH-0	SOPHMORE SPONSOR	LHS		\$ 500.00											
SPCOL-0	SPECIAL OLYMPICS	LHS					\$ 1,500.00				\$ 3,000.00				
STADM-0	STADIUM COORDINATOR	LHS		\$ 3,500.00											
STCUN-0	STUDENT COUNCIL	LHS		\$ 500.00	\$ 1,500.00										
VOC-0	VOCATIONAL SPONSOR	LHS		\$ 2,100.00											
CTE-0	CTE	LHS/LMS	\$ 250.00	\$ 750.00	\$ 1,000.00		\$ 1,200.00		\$ 1,500.00	\$ 500.00					
GEAR	GEAR UP	LHS/LMS		\$ 1,000.00						\$ 5,000.00		\$ 6,500.00			
ATHCOACH MS	MS ATHLETIC COACHING	LMS	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00									
ATHCOORD MS	MS ATHLETIC COORDINATOR	LMS	\$ 3,500.00												
DANCE-0	DANCE	LMS		\$ 1,000.00	\$ 2,000.00	\$ 3,000.00									
GYM-0	GYM COORDINATOR	LMS		\$ 2,000.00											
BANDS	BAND ASST DIRECTOR	LMS/LHS			\$ 7,500.00		\$ 9,500.00								
CHEER-0	CHEERLEADING	LMS/LHS			\$ 1,000.00				\$ 2,000.00	\$ 2,500.00				\$ 3,000.00	\$ 6,000.00
CHOIR-0	CHOIR	LMS/LHS		\$ 1,800.00			\$ 6,450.00								
DRAMA-0	DRAMA	LMS/LHS		\$ 3,000.00	\$ 10,000.00										
DRILL-0	DRILL TEAM	LMS/LHS		\$ 3,000.00	\$ 6,000.00										
MAJRT-0	MAJORETTE	LMS/LHS		\$ 1,750.00											
SPCOU-0	SPECIAL ED COUNSELOR	LMS/LHS	\$ 3,000.00												
SPEAD-0	SPECIAL ED ASSISTANT PRINCIPAL	LMS/LHS	\$ 2,500.00	\$ 5,000.00											
UIL-0	UIL EVENTS	LMS/LHS			\$ 300.00		\$ 500.00			\$ 1,500.00	\$ 2,500.00	\$ 3,000.00			
YRBK-0	YEARBOOK	LMS/LHS		\$ 1,500.00											
SYSAN-0	STRONGER CONNECTIONS	PER STUDENT	\$ 7,500.00												
FSINS-0	FSINC	STUDENT NUTRITION		\$ 300.00											

**Supplemental Work**

Title	Campus	Hourly Rate
<b>Summer School and Instructional Summer Camps (INCLUDES ALL PROGRAMS INVOLVED)</b>		
Elementary Principals	Elementary	\$42.00
Secondary Lead Principals	Secondary	\$45.00
Secondary Assistant Principals and Instruction Coaches	Secondary	\$42.00
E2020 Coordinator	Secondary	\$42.00
HS Registrar	Secondary	\$41.00
Teachers, Diagnosticians, Testing	Districtwide	\$40.00
Paraprofessionals	Districtwide	\$20.00
Student Workers	Districtwide	\$12.00
Registered Nurse	Districtwide	\$40.00
LVN	Districtwide	\$30.00
<b>Summer Feeding</b>		
Specialists	Nutrition	\$12/Hour
Managers	Nutrition	\$14/Hour
Supervisor/Monitor	Nutrition	\$16/Hour
<b>HB4545, 21st Century Learning - during school year</b>		
Teachers	Districtwide	\$24.00
Paraprofessionals	Districtwide	\$12.00
Student Workers	Districtwide	\$12.00
Part-Time Instructional Support	Districtwide	\$18.00
<b>Other Programs</b>		
Curriculum Writing	Districtwide	\$24.00
Detention	Districtwide	\$24.00
Tutoring	Districtwide	\$24.00
Homebound Teaching	Districtwide	\$40.00
Grant Planning and Implementation (Director Sub)	Districtwide	\$40.00
<b>Non-Instructional Summer Camps</b>		
Teachers	Districtwide	\$24.00
Paraprofessionals	Districtwide	\$12.00
Student Workers	Districtwide	\$10.00
<b>Student Summer Workers in Departments</b>		
Maintenance	Maintenance	\$10.00
Grounds	Grounds	\$10.00
Technology	Technology	\$10.00
Textbooks	Districtwide	\$10.00
<b>Non-exempt Outside Regular Scheduled Workdays</b>		
Paraprofessionals - LHS Registration (Off Contract)	LHS	\$12.00
Security Officers	Districtwide	Reg Hourly Rate
<b>Off Contract Work for Professionals-Includes Sat School and Detention</b>		
Teacher and Other Campus Professionals (Diags)	Districtwide	\$24.00
Assistant Principals/Instructional Coaches	Districtwide	\$30.00
Principals	Districtwide	Daily Rate
Coaches Driving Buses	One Way/Two Way	\$17.50/\$35.00
GT Testing off contract	Districtwide	\$25.00
Additional Duties Assigned by Superintendent	Districtwide	various increments relative to the duty requirements
<p>**Before employees are hired to work these positions, HR must be contacted and the appropriate paperwork completed. Supplemental work above (other than Summer School, tutoring and Summer Workers) is budgeted on an as needed basis. Finance must be contacted about funding.</p>		

**Game Duties**  
**Game Day Workers Pay Scale – Regular Games**

VOLLEYBALL					SOCCER					
Level	Workers	Hours	Rate	Total	Level	Workers	Hours	Rate	Total	
High School	Announcer	1.25	\$ 20.00	\$ 25.00	High School	Announcer	2	\$ 20.00	\$ 40.00	
High School	Book	1.25	\$ 20.00	\$ 25.00	High School	Book	2	\$ 20.00	\$ 40.00	
High School	Clock	1.25	\$ 20.00	\$ 25.00	High School	Clock	2	\$ 20.00	\$ 40.00	
High School	Libero	1.25	\$ 20.00	\$ 25.00	High School	Stand Worker	2	\$ 20.00	\$ 40.00	
High School	Stand Worker	1.25	\$ 20.00	\$ 25.00	High School	Ticket Seller	2	\$ 20.00	\$ 40.00	
High School	Ticket Seller	1.25	\$ 20.00	\$ 25.00	High School	Gate Worker	2	\$ 20.00	\$ 40.00	
High School	Gate Worker	1.25	\$ 20.00	\$ 25.00						
Middle School	Announcer	1.25	\$ 20.00	\$ 25.00	Middle School	Announcer	1.5	\$ 20.00	\$ 30.00	
Middle School	Book	1.25	\$ 20.00	\$ 25.00	Middle School	Book	1.5	\$ 20.00	\$ 30.00	
Middle School	Clock	1.25	\$ 20.00	\$ 25.00	Middle School	Clock	1.5	\$ 20.00	\$ 30.00	
Middle School	Libero	1.25	\$ 20.00	\$ 25.00	Middle School	Stand Worker	1.5	\$ 20.00	\$ 30.00	
Middle School	Stand Worker	1.25	\$ 20.00	\$ 25.00	Middle School	Ticket Seller	1.5	\$ 20.00	\$ 30.00	
Middle School	Ticket Seller	1.25	\$ 20.00	\$ 25.00	Middle School	Gate Worker	1.5	\$ 20.00	\$ 30.00	
Middle School	Gate Worker	1.25	\$ 20.00	\$ 25.00						
BASKETBALL					BASEBALL					
Level	Workers	Hours	Rate	Total	Level	Workers	Hours	Rate	Total	
High School	Announcer	1.5	\$ 20.00	\$ 30.00	High School	Announcer	2.5	\$ 20.00	\$ 50.00	
High School	Book	1.5	\$ 20.00	\$ 30.00	High School	Book	2.5	\$ 20.00	\$ 50.00	
High School	Clock	1.5	\$ 20.00	\$ 30.00	High School	Clock	2.5	\$ 20.00	\$ 50.00	
High School	Gym Coordinator	1.5	\$ 20.00	\$ 30.00	High School	Pitch Count	2.5	\$ 20.00	\$ 50.00	
High School	Stand Worker	1.5	\$ 20.00	\$ 30.00	High School	Ticket Seller	2.5	\$ 20.00	\$ 50.00	
High School	Ticket Seller	1.5	\$ 20.00	\$ 30.00	High School	Gate Worker	2.5	\$ 20.00	\$ 50.00	
High School	Gate Worker	1.5	\$ 20.00	\$ 30.00						
Middle School	Announcer	1.25	\$ 20.00	\$ 25.00	Middle School	Announcer	1.75	\$ 20.00	\$ 35.00	
Middle School	Book	1.25	\$ 20.00	\$ 25.00	Middle School	Book	1.75	\$ 20.00	\$ 35.00	
Middle School	Clock	1.25	\$ 20.00	\$ 25.00	Middle School	Clock	1.75	\$ 20.00	\$ 35.00	
Middle School	Gym Coordinator	1.25	\$ 20.00	\$ 25.00	Middle School	Pitch Count	1.75	\$ 20.00	\$ 35.00	
Middle School	Stand Worker	1.25	\$ 20.00	\$ 25.00	Middle School	Ticket Seller	1.75	\$ 20.00	\$ 35.00	
Middle School	Ticket Seller	1.25	\$ 20.00	\$ 25.00	Middle School	Gate Worker	1.75	\$ 20.00	\$ 35.00	
Middle School	Gate Worker	1.25	\$ 20.00	\$ 25.00						
FOOTBALL					SOFTBALL					
Level	Workers	Hours	Rate	Total	Flat Pay	Level	Workers	Hours	Rate	Total
Varsity	Announcer	4	\$ 20.00	\$ 80.00		High School	Announcer	2	\$ 20.00	\$ 40.00
Varsity	Clock, PACKTRON	5	\$ 20.00	\$ 100.00		High School	Book	2	\$ 20.00	\$ 40.00
Varsity	Gate Worker	4	\$ 20.00	\$ 80.00		High School	Clock	2	\$ 20.00	\$ 40.00
Varsity	Stand Worker	4	\$ 20.00	\$ 80.00		High School	Pitch Count	2	\$ 20.00	\$ 40.00
Varsity	Press Box	5	\$ 15.00	\$ 75.00		High School	Ticket Seller	2	\$ 20.00	\$ 40.00
Varsity	Spotter	4	\$ 10.00	\$ 40.00		High School	Gate Worker	2	\$ 20.00	\$ 40.00
Varsity	Broadcasting	4.5			\$ 115.00					
Varsity	Sideline Accounce	4.5			\$ 250.00					
Varsity	Pack Tron Student	4	\$ 7.25	\$ 29.00		Middle School	Announcer	1.5	\$ 20.00	\$ 30.00
						Middle School	Book	1.5	\$ 20.00	\$ 30.00
						Middle School	Clock	1.5	\$ 20.00	\$ 30.00
						Middle School	Pitch Count	1.5	\$ 20.00	\$ 30.00
						Middle School	Ticket Seller	1.5	\$ 20.00	\$ 30.00
						Middle School	Gate Worker	1.5	\$ 20.00	\$ 30.00
Sub-Varsity	Announcer	2	\$ 20.00	\$ 40.00						
Sub-Varsity	Clock	2	\$ 20.00	\$ 40.00						
Sub-Varsity	Stand Worker	2	\$ 20.00	\$ 40.00						
Sub-Varsity	Press Box	2	\$ 20.00	\$ 40.00						
Sub-Varsity	Spotter	2	\$ 20.00	\$ 40.00						
Sub-Varsity	Book	2	\$ 20.00	\$ 40.00						
Sub-Varsity	Ticket Seller	2	\$ 20.00	\$ 40.00						
Sub-Varsity	Gate Worker	2	\$ 20.00	\$ 40.00						
Middle School	Announcer	2	\$ 20.00	\$ 40.00						
Middle School	Clock	2	\$ 20.00	\$ 40.00						
Middle School	Book	2	\$ 20.00	\$ 40.00						
Middle School	Ticket Seller	2	\$ 20.00	\$ 40.00						
Middle School	Gate Worker	2	\$ 20.00	\$ 40.00						
Middle School	Stand Worker	2	\$ 20.00	\$ 40.00						

**Game Day Workers Pay Scale – NonDistrict/ Playoffs**

VOLLEYBALL			
Workers	Hours	Rate	Total
Administrator	4	\$ 25.00	\$ 100.00
Score Keeper	2.5	\$ 20.00	\$ 50.00
Book Keeper	2.5	\$ 20.00	\$ 50.00
Libero	2.5	\$ 20.00	\$ 50.00
Announcer	2.5	\$ 20.00	\$ 50.00
Trainer	3	\$ 20.00	\$ 60.00
Door Worker	2.5	\$ 20.00	\$ 50.00
Door Worker	2.5	\$ 20.00	\$ 50.00
Ticket Seller	2.5	\$ 20.00	\$ 50.00
Team Manager	4	\$ 20.00	\$ 80.00
FOOTBALL			
Workers	Hours	Rate	Total
Administrator	6	\$ 25.00	\$ 150.00
Ticket Seller	4	\$ 20.00	\$ 80.00
Ticket Seller	4	\$ 20.00	\$ 80.00
Ticket Seller	4	\$ 20.00	\$ 80.00
Ticket Seller	4	\$ 20.00	\$ 80.00
Ticket Taker	4	\$ 20.00	\$ 80.00
Ticket Taker	4	\$ 20.00	\$ 80.00
Ticket Taker	4	\$ 20.00	\$ 80.00
Ticket Taker	4	\$ 20.00	\$ 80.00
Team Manager - Home	6	\$ 20.00	\$ 120.00
Team Manager - Visitor	6	\$ 20.00	\$ 120.00
Announcer	4	\$ 20.00	\$ 80.00
Clock	4	\$ 20.00	\$ 80.00
40 Sec Clock	4	\$ 20.00	\$ 80.00
Trainer	4	\$ 20.00	\$ 80.00
Press Box Coord	4	\$ 20.00	\$ 80.00
Sideline Protector	5	\$ 20.00	\$ 100.00
Sideline Protector	5	\$ 20.00	\$ 100.00
Sideline Protector	5	\$ 20.00	\$ 100.00
Sideline Protector	5	\$ 20.00	\$ 100.00
Official Escort	5	\$ 20.00	\$ 100.00
BASKETBALL			
Workers	Hours	Rate	Total
Administrator	4	\$ 25.00	\$ 100.00
Foul Board	2.5	\$ 20.00	\$ 50.00
Announcer	2.5	\$ 20.00	\$ 50.00
Trainer	3	\$ 20.00	\$ 60.00
Door Worker	2.5	\$ 20.00	\$ 50.00
Door Worker	2.5	\$ 20.00	\$ 50.00
Ticket Seller	2.5	\$ 20.00	\$ 50.00
Team Manager	4	\$ 20.00	\$ 80.00
UIL Coordinator	2	\$ 20.00	\$ 40.00

SOCCER			
Workers	Hours	Rate	Total
Administrator	4	\$ 25.00	\$ 100.00
Score Keeper	2.5	\$ 20.00	\$ 50.00
Announcer	2.5	\$ 20.00	\$ 50.00
Ticket Taker	2.5	\$ 20.00	\$ 50.00
Ticket Seller	2.5	\$ 20.00	\$ 50.00
BASEBALL			
Workers	Hours	Rate	Total
Administrator	4	\$ 25.00	\$ 100.00
Score Keeper	2.5	\$ 20.00	\$ 50.00
Book Keeper	2.5	\$ 20.00	\$ 50.00
Pitch Count	2.5	\$ 20.00	\$ 50.00
Announcer	2.5	\$ 20.00	\$ 50.00
Trainer	3	\$ 20.00	\$ 60.00
Ticket Taker	2.5	\$ 20.00	\$ 50.00
Ticket Seller	2.5	\$ 20.00	\$ 50.00
Team Manager	4	\$ 20.00	\$ 80.00
SOFTBALL			
Workers	Hours	Rate	Total
Administrator	4	\$ 25.00	\$ 100.00
Score Keeper	2.5	\$ 20.00	\$ 50.00
Book Keeper	2.5	\$ 20.00	\$ 50.00
Announcer	2.5	\$ 20.00	\$ 50.00
Trainer	3	\$ 20.00	\$ 60.00
Ticket Taker	2.5	\$ 20.00	\$ 50.00
Ticket Seller	2.5	\$ 20.00	\$ 50.00
Team Manager	4	\$ 20.00	\$ 80.00

# Retirement Service Award Application Form



Employees are eligible for the Retirement Service Award (RSA) if they meet the following requirements [see DEC (LOCAL)]

1. Submit a letter of retirement to the Superintendent.
2. Complete the RSA Application form four weeks prior to the end of the semester.
3. Have 95% attendance rate during the year of retirement.

Qualified retiring employees will receive a cash payment for unused state days, of a maximum of 60 days. Those who do not submit the application form by the deadline will not be eligible for the award.

NOTE: \*The employee shall be reimbursed for each day of unused state leave, to a maximum of 60 days, at the current rate for a certified substitute teacher per the district compensation plan.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
**HR USE ONLY**

Date/Time Received: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX V: 2025-2026 Pay Schedule – Tentative Dates

### LUFKIN INDEPENDENT SCHOOL DISTRICT MONTHLY PAYROLL SCHEDULE 2025- 2026

MONTH	DATE RANGE	*CUTOFF DATE	*PAY DATE
SEPTEMBER 2025	AUG 3 - SEPT 6	SEPTEMBER 6	SEPTEMBER 19
OCTOBER 2025	SEPT 7 - OCT 4	OCTOBER 4	OCTOBER 20
NOVEMBER 2025	OCT 5 - NOV 8	NOVEMBER 8	NOVEMBER 20
DECEMBER 2025	NOV 9 - DEC 6	DECEMBER 6	DECEMBER 19
JANUARY 2026	DEC 7 - JAN 3	JANUARY 3	JANUARY 20
FEBRUARY 2026	JAN 4 - FEB 7	FEBRUARY 7	FEBRUARY 20
MARCH 2026	FEB 8 - MAR 7	MARCH 7	MARCH 20
APRIL 2026	MAR 8 - APRIL 4	APRIL 4	APRIL 20
MAY 2026	APRIL 5 - MAY 2	MAY 2	MAY 20
JUNE 2026	MAY 3 - JUNE 6	JUNE 6	JUNE 18
JULY 2026	JUNE 7 - JULY 4	JULY 4	JULY 20
AUGUST 2026	JULY 5 - AUG 8	AUGUST 8	AUGUST 20

\* PAY DATE SUBJECT TO CHANGE

\*Cutoff date will be the last day to turn in any changes for that payroll. ANYTHING TURNED IN AFTER CUT OFF DATE WILL BE PAID ON THE FOLLOWING PAYROLL.

## 2025 – 2026 Bi-Weekly Payroll Schedule

<u>Beginning Date</u>	<u>End Date</u>	<u>Due Date</u>	<u>Check Date</u>
___ Aug 17	Aug 30	Sept 2	Sept 5
___ Aug 31	Sept 13	Sept 15	Sept 19 (Sept 1 Labor Day Holiday)
___ Sept 14	Sept 27	Sept 29	Oct 3
___ Sept 28	Oct 11	Oct 13	Oct 17
___ Oct 12	Oct 25	Oct 27	Oct 31 (No Deductions)
___ Oct 26	Nov 8	Nov 10	Nov 14
___ Nov 9	Nov 22	Nov 24	Nov 28
___ Nov 23	Dec 6	Dec 8	Dec 12 (Nov 26, 27, 28 Holidays)
___ Dec 7	Dec 20	Dec 22	Dec 26
___ Dec 21	Jan 3	Jan 5	Jan 9 (Dec 24, 25, 26 & Jan 1, 2 Holidays)
___ Jan 4	Jan 17	Jan 20	Jan 23
___ Jan 18	Jan 31	Feb 2	Feb 6 (Jan 19 MLK Holiday)
___ Feb 1	Feb 14	Feb 16	Feb 20
___ Feb 15	Feb 28	Mar 2	Mar 6
___ Mar 1	Mar 14	Mar 16	Mar 20 (Mar 12, 13 Spring Break)
___ Mar 15	Mar 28	Mar 30	Apr 3
___ Mar 29	Apr 11	Apr 13	Apr 17
___ Apr 12	Apr 25	Apr 27	May 1
___ Apr 26	May 9	May 11	May 15
___ May 10	May 23	May 26	May 29 (No Deductions)
___ May 24	June 6	June 8	June 12 (May 25 Memorial Day Holiday)
___ June 7	June 20	June 22	June 26
___ June 21	July 4	July 6	July 10 (July 2 & 3 Holidays)
___ July 5	July 18	July 20	July 24
___ July 19	Aug 1	Aug 3	Aug 7
___ Aug 2	Aug 15	Aug 17	Aug 21

**\*\*\*Subject to change**

**\*\*\* Due date is the CUT OFF to turn in any changes for that payroll.  
Anything turned in after the cut off will be on the next payroll.**

## 2025 – 2026 SNS Bi-Weekly Payroll Schedule

<u>Beginning Date</u>	<u>End Date</u>	<u>Due Date</u>	<u>Check Date</u>
___ July 20	Aug 2	Aug 4	Aug 8
___ Aug 3	Aug 16	Aug 18	Aug 22
___ Aug 17	Aug 30	Sept 2	Sept 5
___ Aug 31	Sept 13	Sept 15	Sept 19 (Sept 1 Labor Day Holiday)
___ Sept 14	Sept 27	Sept 29	Oct 3
___ Sept 28	Oct 11	Oct 13	Oct 17 (Oct 6-10 Fall Break)
___ Oct 12	Oct 25	Oct 27	Oct 31 (No Deductions)
___ Oct 26	Nov 8	Nov 10	Nov 14
___ Nov 9	Nov 22	Nov 24	Nov 28
___ Nov 23	Dec 6	Dec 8	Dec 12 (Nov 24-28 Thanksgiving Holidays)
___ Dec 7	Dec 20	Dec 22	Dec 26
___ Dec 21	Jan 3	Jan 5	Jan 9 (Dec 22-Jan 2 Christmas Break)
___ Jan 4	Jan 17	Jan 20	Jan 23
___ Jan 18	Jan 31	Feb 2	Feb 6 (Jan 19 MLK Holiday)
___ Feb 1	Feb 14	Feb 16	Feb 20 (Feb 12-13 Holidays)
___ Feb 15	Feb 28	Mar 2	Mar 6
___ Mar 1	Mar 14	Mar 16	Mar 20 (Mar 9-13 Spring Break)
___ Mar 15	Mar 28	Mar 30	Apr 3
___ Mar 29	Apr 11	Apr 13	Apr 17
___ Apr 12	Apr 25	Apr 27	May 1
___ Apr 26	May 9	May 11	May 15
___ May 10	May 23	May 26	May 29 (No Deductions)
___ May 24	June 6	June 8	June 12 (May 25 Memorial Day Holiday)
___ June 7	June 20	June 22	June 26
___ June 21	July 4	July 6	July 10 (July 4)
___ July 5	July 18	July 20	July 24

**\*\*\*Subject to change**

**\*\*\* Due date is the CUT OFF to turn in any changes for that payroll.  
Anything turned in after the cut off will be on the next payroll.**