

**SPRING HILL INDEPENDENT SCHOOL DISTRICT
PAYROLL SCHEDULE FOR 2019-2020**

***Time sheets and Absence from Duty forms are due weekly. Due dates listed below are the last date for items to be included in that month's payroll.**

Pay Period End Date		Timesheets due in business office by Noon*		Payday
7-26-2019		7-30-2019		8-20-2019
8-30-2019		9-4-2019		9-20-2019
9-27-2019		10-1-2019		10-18-2019
11-1-2019		11-5-2019		11-20-2019
11-29-2019		12-3-2019		12-20-2019
12-27-2019		1-7-2020		1-17-2020
1-31-2020		2-4-2020		2-20-2020
2-28-2020		3-3-2020		3-20-2019
3-27-2020		3-31-2020		4-20-2020
5-1-2020		5-5-2020		5-20-2020
5-29-2020		6-2-2020		6-18-2020
6-26-2020		6-30-2020		7-20-2020
7-31-2020		8-4-2020		8-20-2020

Spring Hill ISD Salary Schedule
for Teachers and Librarians

Years Exp	District Salary Schedule
0	\$37,158
1	\$37,685
2	\$38,200
3	\$38,727
4	\$39,054
5	\$40,282
6	\$41,110
7	\$42,426
8	\$43,569
9	\$44,838
10	\$46,033
11	\$47,167
12	\$48,251
13	\$49,249
14	\$50,210
15	\$51,109
16	\$51,972
17	\$52,772
18	\$53,536
19	\$54,263
20	\$54,941
21	\$55,051
22	\$55,261
23	\$55,571
24	\$55,981
25	\$56,491
26	\$57,201
27	\$58,111
28	\$58,971
29	\$59,500
30	\$60,000

Board approved 8-26-2019.

**Spring Hill ISD
Extra Duty Pay
For the 2019-2020 School Year**

Extra Duty Pay for Time Worked Outside the School Day

Teachers are paid for the following extra duties at a rate of \$25 per hour. For days worked during the school year, instructional paraprofessionals are paid at their regular hourly rate. For days worked outside the regular school year, instructional paraprofessionals are paid \$10 per hour. If a substitute is used, the regular substitute rate of pay applies. These duties are:

- 1) TAKS/STAAR tutorials,
- 2) Credit recovery,
- 3) EOC tutorials,
- 4) Summer school,
- 5) After school tutorials, and
- 6) Saturday School
- 7) Advanced Placement
- 8) Thursday Night @ the Library
- 9) Staff Development Leadership (faculty only)
- 10) Homebound Services (\$35 per hour)

Athletic Gate Workers

Regular Season - \$10 per hour
Play-offs - \$15 per hour

Extra-Curricular Bus Trips

Drive Time

Regular drivers – regular hourly rate

Substitute drivers - \$15 per hour

Monitors – regular hourly rate

Wait Time: \$8.10 per hour for all drivers/monitors

Trip Rate: \$35 per trip for exempt employees when they are the sponsor of the event

Exempt employees are not paid for extra trips if the trip falls within their normal contracted hours.

UIL Leadership & Participation & Math/Science

Professional staff members who serve as UIL coaches are paid \$100 per meet plus the stipend associated with the particular subject.

Media Services: Open only to employees who have been received the appropriate training.

Paraprofessional staff – regular hourly rate

Student workers - \$10 per hour

Athletic Summer Camps: Rate of pay determined by the athletic department.

Summer School for Identified Students

Teachers - \$25 per hour

Educational Aides - \$10 per hour

Student Workers: Student workers (other than Media Services) are paid minimum wage or an amount recommended by their sponsor.

Spring Hill ISD UIL Payroll Procedures

UIL Director High School – Amy Blalock

UIL Director Grades 3 through 8 – Janna Graham

UIL Payroll Procedures for 2019-2020

Payroll extra duty sheets will be turned in with the regular payroll and approved by the respective principals.

- Supplemental pay for Saturday meets will be paid monthly as events happen.
- Supplemental pay for UIL coaches will be paid in May

Requirements for UIL Coaches

1. Must attend the district UIL meet for the event coached.
2. Must document student participation by having students sign in before each practice/event.
3. Must provide documentation of time worked outside the regular school day.
4. Must forward documentation of students and dates worked outside of the school day to the campus principal in order for it to be approved for payroll.

Rates of Pay

- High School: \$600 per event
- Junior High One Act Play: \$300
- Junior High and Lower Grades: \$200 per event per grade level
- Saturday Meets: \$100 for up to 3 meets
- Regional/State Meets: \$100
- High School Stipend for UIL Director: \$4,000

Other Considerations – Non-exempt, Hourly Employees

The rates of pay listed above are for teachers and exempt employee. Non-exempt, hourly employees are required to be paid based on an hourly rate in order to be compliant with the Fair Labor Standards Act. Should a principal determine that it is necessary to allow an hourly employee to serve as a UIL coach, the rate of pay will be minimum wage of \$7.25 per hour. Hourly employees will be allowed to work up to 27 hours of coaching at the lower grades (eighth grade and lower), and 82 hours of coaching at the high school. The rate of pay for Saturday meets will be \$7.25 per hour for a maximum of 13 hours allowed for each meet.

Budget Coding for Payroll Purposes

High School: 199-36-6119-89-001-0-99-000

Junior High: 199-36-6119-89-043-0-99-000

Intermediate: 199-36-6119-89-101-0-99-000

Primary: 199-36-6119-89-103-0-99-000

SHISD SUBSTITUTE PAY RATES

BASE RATES

Substitutes	Full Day	\$80
	Half Day	\$40

LONG-TERM RATES

(Consecutive work days at the same campus for the same teacher)

First 15 days	\$80 per day
Day 16 – 30	\$85 per day
Day 31 – until assignment ends (non-degreed)	\$85 per day

Or

Day 31 – Day 36 (Bachelor's degree)	\$95 per day
Day 37 – until assignment ends (if certified in field of assignment)	\$130 per day

Exchange Days

The 2019-2020 school calendar includes three exchange days. The dates are November 25th, 26th, and January 20st.

Exempt staff are required to attend 18 hours of staff development beyond their contract days to be off on these days. Campus principals and the curriculum director are responsible for determining the appropriateness of the professional development topics selected by staff. Exempt staff members who do not earn sufficient comp time through staff development will be docked.

Non-exempt staff may earn comp time through summer workshops (for instructional aides), working during registration, working late, Meet the Teacher night, etc.

IMPORTANT: All comp time earned for non-exempt employees must be documented on a time sheet.