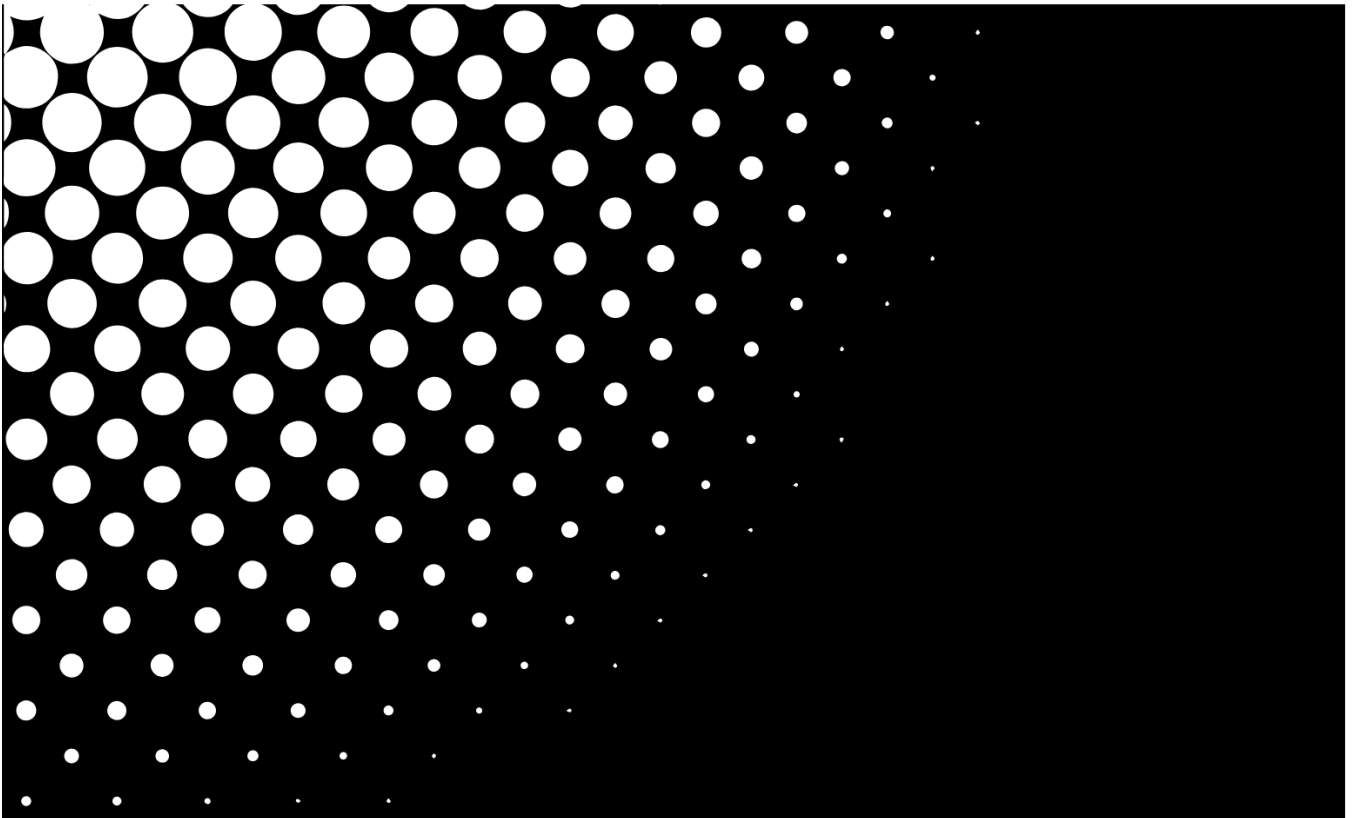


# **Royse City ISD**

## *Employee Compensation*

**2025-2026**



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### **Pay Guidelines**

This is a guide for administering salaries and wages for Teachers, Administrative, Support, and Auxiliary (Child Nutrition and Maintenance) of Royse City Independent School District.

The practices described are intended to implement local School Board policy and goals, State and Federal regulations, and appropriate accreditation standards.

Employees are paid in accordance with an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

### **Job Classification**

District jobs are assigned to pay ranges based on compensable factors and grouped with jobs of similar value.

In addition to the pay plan annual reviews, on a periodic basis, selected jobs from each pay grade are reviewed to ensure that conditions in the district, such as organizational structure, major programs, or significant responsibilities in a particular job, have not changed to a degree warranting a change in job range classification. This review is to be at the direction of the Superintendent or designees, which shall be the Chief Administrative Services Officer and the Chief Financial Officer.

Newly established jobs should be analyzed, and pay range assignment determined prior to hiring personnel for the position. This procedure accomplishes two objectives. First, the appropriate pay range becomes part of the recruitment and hiring strategy of the District. Second, a consistent practice of salary administration is established at the initiation of each job.

### **Pay Increases**

Annual pay increases are not guaranteed. If approved, raises are based on the mid-point. The District finds the teacher mid-point by running a report of all teacher salaries and locating the median salary. Once that salary is found, we calculate the % increase at the midpoint of that salary. Other staff pay ranges are based on a percentage figured within the pay range. **Royse City ISD does not operate on a Step schedule.**

In order **to qualify for a raise**, an employee **must be employed on the last day of their contract year** and **without a break in service**. New staff members (aside from those on the teacher pay scale) would be eligible for a raise if they begin working in their new position prior to July 1 of that calendar year. New employees who begin working after July 1 of that school year will be compensated as quoted by HR upon hire.

Child Nutrition and Maintenance employees must be employed prior to the 90th calendar day of the appropriate work schedule and **must be employed on the last day of their contract year** and, **without a break in service**, in order to earn a year of service. They would still be eligible for a pay increase if the board approved one, but not a year of service credit.

General pay increase recommendations presented to the Royse City ISD Board of Trustees by the administration shall be based on consideration of such factors as cost-of-living indexes, wage increases within competitive job markets, and budget resources.

### **Annualized Employee Incentives**

Incentives are not guaranteed and must be approved in the compensation plan. Employees who are not annualized are not eligible. In order to qualify for any additional monetary incentive, bonus, or retention payment, the employee must be hired by September 1 of the school year in which the payment has been approved in the compensation plan. Employees who submit a resignation, retirement, abandon their position, or are terminated at any point during the school year prior to the end of the contract date are not eligible for this monetary incentive, bonus, or retention payment. *The District may require repayment for employees who accept the monetary incentive, bonus, or retention payment and then leave the District prior to the end of their contract.*

### **Pay Ranges**

Pay ranges represent the internal job classification as well as external job market pay levels. The greater the level of compensable factors present in a job, the higher the placement in the pay range structure.

The use of pay range levels facilitates payroll administration and maintains the integrity of the job's worth. The midpoint is the chief control point in the system. A minimum and maximum pay rate for each range is computed from the control rate using technical standards that are designed to maintain pay equity or fair pay for each job in the system of jobs.

Employees should be assigned to a pay range and paid a salary rate between the minimum and maximum (inclusive). *Minimum and maximum pay rates are valid for only one year.* No general pay action is intended to extend an employee's pay above the pay range or add pay to an employee's pay already paid above the assigned range maximum.

### **Initial Employment**

Employment, assignment, and salary placement should be in accordance with the job requirements as specified in the job description. The job description typically details only 25-30% of the duties. **Job requirements that require transcripts, certificates, or licenses must be provided with the official documents by the employee and maintained on file with the district. A Texas educator service record or chronology**

**of prior work history (if previously employed full-time), including the last current salary or wage, is required.**

Salary scales and placement on pay plans will be at the direction of the Superintendent or designees, which shall be the Chief Administrative Services Officer and the Chief Financial Officer. The Department of Human Resources shall determine hiring rates based upon job-related qualifications, salary history, and salaries of other employees in the same position. Advertisements for positions typically will identify the range, minimum up to the control rate, as the possible starting salary range. Salary placement strategies may be different for each employee's family and consistent with the objectives of the District's goals.

Administrators/Non-teaching Professional Employees – The Superintendent or designees, who shall be the Chief Administrative Services Officer and the Chief Financial Officer, shall individually set hiring rates for the new administrators/non-teaching professional employees under the following guidelines:

1. Persons with previous job experience or special skills may be hired at a rate up to but not exceeding the control rate of the pay range.
2. New administrators/non-teaching professional employees shall normally not be hired at a rate above the salary of other district employees with more experience in the job.
3. New administrators may be started at a salary above the control rate if a pay decrease would otherwise occur.
4. A new employee in a hard-to-fill position or with special qualifications may be placed above the control rate, with consideration given to current employees in that specific pay range.

### **Classroom Teachers**

The Superintendent or designees, who shall be the Chief Administrative Services Officer and the Chief Financial Officer, shall annually establish a starting salary for all new hire teachers with zero years of teaching experience. The teacher hiring pay scale is only applicable to teachers who are hired that year on that hiring pay scale. This scale is ONLY for hiring purposes. Teachers in the District will make more than depicted on the hiring scale at their years of experience.

The starting salary will reflect the hiring objectives of the District. Starting salaries for all other new hire teachers will be based on consideration for experience and area of teaching specialty. New teachers to the District will not be placed above the salary levels of continuing teachers with similar training and teaching experience. Teachers in RCISD will not be paid less than a new teacher coming into the district with the same years of experience.

**Certified teachers will only receive an advanced degree stipend if the degree matches and directly relates to their field of teaching. *Example: if you have an***

*advanced degree in Math, but are teaching English, you would not be eligible for the advanced degree stipend.*

### **DOI - Locally Certified Teacher Pay**

Teachers who hold no Teacher Certification will be paid \$50 less than certified teachers their first year.

### **Promotion**

For compensation purposes, a promotion occurs when an employee is placed in a higher pay range, except for general structure changes or position reclassification. The effective date of the promotion is determined by the Superintendent or designees, who shall be the Chief Administrative Services Officer and the Chief Financial Officer.

The new salary rate shall be equal to or greater than the minimum rate for the new range, but in no case shall it exceed the maximum rate for the new range. Promotion increases shall normally follow these guidelines:

1. The basis for computing a promotion increase shall be the employee's previous base pay rate, exclusive of stipends or supplements, and the midpoint of the new range.
2. If the current pay rate is above the midpoint of the new range, **may give up to 3.0** percent of the new range control rate for a promotion increase.
3. If the current pay rate is below the new midpoint, **may give up to 7.0** percent of the new midpoint for a promotion increase.
4. If a promotion increase advances an employee's pay above the new midpoint, adjust promotion increase to a rate not to exceed the new midpoint.
5. If the promotion increase does not advance the employee to a new range minimum, adjust the promoted employee's pay to a new range minimum.
6. If the promotion adjustment is applied when new raises are effective, an employee may receive the general pay increase from his or her current pay range; and the promotional increase will then be computed.
7. The District can, if necessary, exceed the promotion increase in order to keep at the current market value.
8. The adjusted salary for newly promoted employees shall normally not be started at a rate above the salary of other District employees with more experience in the job.

9. Internal staff promoted onto the Administrative Pay Scale for the first time should be calculated in accordance with years of experience in that role or a similar role. Half-years of credit may be given for teaching experience on this pay scale.

Compensation in a pay grade should be in alignment (waterfall) with current staff members in accordance with their years of comparable experience credited. Increases are calculated on daily or hourly rates of pay. Increases over 30 percent in total pay must be approved by the Superintendent or his designees, which shall be the Chief Administrative Services Officer and the Chief Financial Officer.

### **Reclassification**

On a periodic basis, jobs may be reclassified into a different pay range, or salaries may be adjusted within pay ranges in order to maintain the internal/external equity to other jobs of similar worth in the District. Reclassification of a job is not a promotion or demotion. Reclassification changes result when there has been a significant modification of job duties or qualifications as determined by the District. If an employee's job is reclassified, no special increase will be given unless the employee is below the minimum for the new pay range or the current job incumbent's pay rate is in an inequitable position in comparison to comparable jobs.

These job reclassifications and/or salary adjustments may be conducted annually. The request must be submitted by January 30 for review before the next calendar year begins on July 1, with the approval of the Superintendent or designees, which shall be the Chief Administrative Services Officer and the Chief Financial Officer.

### **Demotion**

For compensation purposes, a demotion occurs when an employee is placed in a lower pay range, except for general salary structure changes or position reclassification. At the direction of the Superintendent or his designees, which shall be the Chief Administrative Services Officer and the Chief Financial Officer, an employee's pay rate may be reduced.

### **Reassignment**

Placement in a lower pay range not resulting from a demotion may not immediately reduce salary. Programmatic, organizational, or funding changes are examples of such actions, which may create this condition.

### **Training Adjustments/Requirements**

For the \$1,500 differential for teachers earning a Master's Degree, the employee must fill out the Master's Stipend Request form located on the Frontline Employee Portal and provide an official transcript showing the date the Master's degree was conferred/awarded.

Librarians must have completed a Master's degree in library science.

## **Royse City Independent School District Compensation Package**

Unless otherwise specified, the district unilaterally designates that all employees will be paid on an annualized (12-month) basis in accordance with the district's payroll calendar.

In addition to salary, the compensation package also includes a District contribution of \$305.00 per month per employee for those who are enrolled in the TRS Active Care Plan, along with a \$20,000 term life insurance policy.

## **Salary Ranges**

The district will continue to align its pay structure with the market data presented. The pay structure divides position titles into job grades, and within each job grade are pay ranges that categorize/align those positions that have common skills, responsibilities, and expectations. Each pay range consists of a minimum rate, midpoint rate, and maximum rate.

The midpoint is the market value of the position based on average salaries for similar positions in a market analysis peer group of school districts. We have expanded our comparison peer group and use TASB salary data to analyze calendar days and pay.

To identify an employee's pay range, please refer to the current Board-approved compensation plans located on the Human Resources page of the District's website.

*Royse City ISD salary ranges continue to be competitive with nearby districts that are our size (10,000 students).*

## **Other Employee Perks**

- **Fall Break:** 5 days off for fall break in October (exception is 240 Calendar Staff)
- **5 Local Days:** The District provides all full-time staff 5 local days annually (days may be pro-rated if contract is not fulfilled) - previously given only 3 days.
- **5 State days:** The District provides 5 State days to staff annually (days may be pro-rated if contract is not fulfilled)
- **2 Paid Holidays:** 12-Month Employees receive 2 paid holidays (June 19th & July 4th)
- **Non-Duty:** Employees on 226 Contracts will be awarded 4 non-duty days for the 25-26 year
- **Free Employee Assistance Program:** Confidential Counseling through Supportline at 800-475-3327
- **Employee Daycare Option:** Fees provided by location



# Royse City ISD

## 2025-2026 New Hire Guide for Teachers and Librarians \$60,000 Starting Pay

Years of Experience	New Hire Salary
0	\$60,000
1	\$60,250
2	\$60,500
3	\$60,700
4	\$60,900
5	\$63,000
6	\$63,250
7	\$63,500
8	\$64,000
9	\$64,500
10	\$65,000
11	\$65,750
12	\$66,000
13	\$66,500
14	\$66,750
15	\$67,000
16	\$67,500
17	\$67,750
18	\$68,000
19	\$68,250
20	\$69,000
21	\$69,500
22	\$69,750
23	\$70,000
24	\$70,250
25+	\$71,000

Hiring Salary Range	
10-Month Pay Range Minimum:	\$60,000
10-Month Pay Range Maximum:	\$71,000
<i>All annualized staff receive a one-time loyalty incentive payment of \$1,000 if hired by September 1, 2025, and complete their 25/26 contract days</i>	

### \$1,500 Subject-Area Master's Degree Stipend

#### High Needs Course Stipends

<b>Math</b>	\$4,000.00	All HS Credit Courses
<b>Chemistry</b>	\$4,000.00	High School
<b>Physics</b>	\$4,000.00	High School
<b>LOTE</b>	\$3,000.00	All HS Credit Courses
<b>Self-Contained SPED</b>	\$4,000.00	All Levels

**To qualify for the above stipends, the teacher must be certified in and assigned to the high-needs subject for 50% or more of the instructional day.**

The salaries listed above are based on 10-month (187 days) 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.

Salaries are determined individually with consideration for job-related experience and credentials. Staff who are under the District of Innovation (DOI) plan as first-year teachers are paid \$50 less than certified teachers.

## 2025-2026 Auxiliary Pay Plan

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum	4.0% GPI
<b>1</b>			<b>Hourly</b>		<b>\$12.00</b>	<b>\$14.46</b>	<b>\$16.92</b>	<b>\$0.58</b>
	Custodian	240						
	Bulldog Learning Center Aide	187						
<b>2</b>			<b>Hourly</b>		<b>\$13.57</b>	<b>\$15.36</b>	<b>\$17.97</b>	<b>\$0.61</b>
	Food Service Worker	171						
	Bulldog Learning Center Caregiver	187						
<b>3</b>			<b>Hourly</b>		<b>\$14.85</b>	<b>\$17.82</b>	<b>\$20.79</b>	<b>\$0.71</b>
	Mechanic Helper	240						
	Grounds	240						
<b>4</b>			<b>Hourly</b>		<b>\$16.95</b>	<b>\$20.71</b>	<b>\$24.46</b>	<b>\$0.83</b>
	Mail Carrier	226						
	Food Service Manager ES	187						
	Concessions Manager	209						
	Bus Monitor	171						
	Meal Application Processor	209						
	Security Guard	187						
<b>5</b>			<b>Hourly</b>		<b>\$18.51</b>	<b>\$22.26</b>	<b>\$25.99</b>	<b>\$0.89</b>
	Food Service Manager MS	187						
	Painter	240						
	Non-CDL Driver	171						

	Dispatcher	226							
	Warehouse Assistant	240							
<b>6</b>			<b>Hourly</b>	<b>\$20.39</b>	<b>\$24.58</b>	<b>\$28.76</b>	<b>\$0.98</b>		
	Maintenance Worker	240							
	Food Service Manager HS	187							
<b>7</b>			<b>Hourly</b>	<b>\$24.28</b>	<b>\$29.26</b>	<b>\$34.23</b>	<b>\$1.17</b>		
	Warehouse Supervisor	240							
	Mechanic	240							
	Carpenter	240							
	Small Appliance Specialist	240							
	Bus Driver	171							
	Locksmith	240							
	Food Service Supervisor	209							
	Landscape Irrigator	240							
<b>8</b>			<b>Hourly</b>	<b>\$26.05</b>	<b>\$31.26</b>	<b>\$36.47</b>	<b>\$1.25</b>		
	Journey Electrician/Plumber	240							
	HVAC	240							
	K-9 Handler	187							
<b>9</b>			<b>Hourly</b>	<b>\$32.03</b>	<b>\$38.16</b>	<b>\$44.52</b>	<b>\$1.53</b>		
	Master Electrician/Plumber	240							
	Grounds Supervisor	240							
	Armed Security Guards (ASO)	187							
	Bulldog Learning Center Supervisor	226							
<b>Flat Rate Pay: Crossing Guards \$20/Hour</b>									

## 2025-2026 Support Staff Pay Plan

								4.0%
Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum	GPI
<b>1</b>				Hourly	<b>\$13.31</b>	<b>\$16.15</b>	<b>\$18.98</b>	<b>\$0.64</b>
	Aide, Classroom	187						
	Special Education Aide, Resource	187						
	Special Needs Aide +\$4/hour premium pay	187						
	Bilingual & Headstart Aide +\$4/hour premium	187						
	Receptionist	187						
<b>2</b>				Hourly	<b>\$15.89</b>	<b>\$19.38</b>	<b>\$22.88</b>	<b>\$0.77</b>
	Data Clerk, SPED	209						
	PEIMS/Registrar ES	209						
	504 Clerk	187						
	Title III Clerk	187						
	ARD Clerk	192						
<b>3</b>				Hourly	<b>\$17.68</b>	<b>\$21.47</b>	<b>\$25.26</b>	<b>\$0.85</b>
	Secretary, Principal ES	209						
	Secretary, Assistant Principal MS/HS	197						
	Attendance Clerk MS/HS	187/209						
	PEIMS/Registrar MS	209						
<b>4</b>				Hourly	<b>\$19.46</b>	<b>\$23.80</b>	<b>\$28.12</b>	<b>\$0.95</b>
	Bookkeeper, HS	226						
	Secretary, Principal MS	209						

	PEIMS/Registrar HS	209						
	PEIMS/Shars Clerk	226						
	Receptionist CO	226						
	Secretary, Principal HS	226						
<b>5</b>			<b>Hourly</b>	<b>\$20.66</b>	<b>\$25.61</b>	<b>\$30.56</b>	<b>\$1.02</b>	
	Administrative Assistant, Director	209, 226						
	Event Center Specialist	226						
	LVN	187						
<b>6</b>			<b>Hourly</b>	<b>\$22.50</b>	<b>\$27.45</b>	<b>\$32.38</b>	<b>\$1.09</b>	
	Accounts Payable Specialist	226						
	Purchasing Specialist	226						
	HR Certification Specialist	226						
	Human Resource Specialist	226						
	Multilingual Liaison	226						
	Campus Technician Specialist I	226						
	Help Desk Technician	226						
<b>7</b>			<b>Hourly</b>	<b>\$25.25</b>	<b>\$30.20</b>	<b>\$35.21</b>	<b>\$1.21</b>	
	Administrative Assistant, Executive/Chief	226						
	Payroll Specialist	226						
	Accounting Specialist	226						
	Benefits Specialist	226						
<b>8</b>			<b>Hourly</b>	<b>\$27.32</b>	<b>\$32.05</b>	<b>\$36.77</b>	<b>\$1.28</b>	
	Student Information Specialist	226						
	Campus Technician Specialist II	226						

	Payroll Manager	226						
<b>9</b>				Hourly	\$32.70	\$38.70	\$44.69	\$1.55
	Administrative Assistant to the Superintendent of Schools	226						
	Assistant Project Manager	226						
	OT Assistant	187						
	Onboarding Manager	226						
	Administrative Assistant to the Superintendent & Board relations	226						

## 2025-2026 Administrative/Professional Pay Plan

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum	4.0% GPI
<b>0</b>				Daily	\$234.58	\$283.39	\$332.20	\$11.34
	Transportation Coordinator	226						
	Route Supervisor	226						
<b>1</b>				Daily	\$265.87	\$315.00	\$365.40	\$12.60
	Assistant Director of Food Service	209						
	Assistant Director of Transportation	226						
<b>2</b>				Daily	\$283.12	\$341.83	\$401.31	\$13.67
	System Engineer	226						
	Executive Director of Education Foundation	226						
	Buyer	226						
	Staff Accountant	226						

<b>3</b>				<b>Daily</b>	<b>\$310.02</b>	<b>\$364.74</b>	<b>\$420.30</b>	<b>\$14.59</b>
	Transition Specialist	217						
	Speech Pathology	187						
	VI/Orientation/Mobility Specialist	192						
	Technology Bond Project Manager	226						
	Adaptive PE	187						
	Hearing/Visually Impaired	187						
	Support Specialist	197						
	Registered Nurse (RN)	192						
<b>4</b>				<b>Daily</b>	<b>\$323.28</b>	<b>\$384.32</b>	<b>\$445.52</b>	<b>\$15.37</b>
	Media Specialist	226						
	Athletic Trainer	209						
	Coordinator of Testing/504 Coordinator HS	197/209						
	Network Engineer	226						
	Systems Engineer	226						
	Budget Manager	226						
	Instructional Coach	209						
	SPED Instructional Coach	217						
<b>5</b>				<b>Daily</b>	<b>\$341.97</b>	<b>\$407.11</b>	<b>\$472.25</b>	<b>\$16.28</b>
	Assistant Principal ES	217						
	Language Acquisition Specialist	209						
	Counselor HS	209, 226						
	Counselor ES/MS	197						
	Director, Day Care	226						

	Behavioral Coach	209							
	LSSP Intern	192							
	Systems Administrator	226							
	SPED Counselor	192							
<b>6</b>			<b>Daily</b>	<b>\$362.49</b>	<b>\$431.54</b>	<b>\$500.59</b>	<b>\$17.26</b>		
	Assistant Principal MS	217							
	Associate Principal MS	226							
	Coordinator of MTSS	226							
	Coordinator Curriculum	226							
	Coordinator of Sports Information & Marketing	226							
	Coordinator Student Services	226							
	Coordinator of Instructional Support	226							
	Coordinator of Special Programs	226							
	Coordinator of Grow Your Own	226							
	Coordinator of Early Childhood	209							
	Coordinator of Human Resources	226							
	Coordinator of Purchasing	226							
	Diagnostician	197							
	LSSP	192							
	Occupational Therapist	192							
	Physical Therapist	192							
	Speech Pathologist	192							
<b>7</b>			<b>Daily</b>	<b>\$384.24</b>	<b>\$457.43</b>	<b>\$530.62</b>	<b>\$18.30</b>		
	Technology Procurement/Inventory Coordinator	226							



	Assistant Principal HS	226							
	Director of Technical Services	226							
	Head Band Director	226							
	Director of Purchasing	226							
	Director of PEIMS	226							
<b>8</b>				<b>Daily</b>	<b>\$407.30</b>	<b>\$484.88</b>	<b>\$562.46</b>	<b>\$19.40</b>	
	Associate Principal HS	226							
	Principal ES	217							
	Director of Assessment	226							
	Director of CTE	226							
	Director of 504/Dyslexia	226							
	Director of Multilingual Services	226							
	Director of Maintenance	240							
	Director of Child Nutrition	226							
	Director of Multimedia	226							
	Director of School Improvement & Accountability	226							
	Early Childhood Principal	217							
	Principal of DAEP/ALC	217							
<b>9</b>				<b>Daily</b>	<b>\$438.86</b>	<b>\$513.97</b>	<b>\$596.21</b>	<b>\$20.56</b>	
	Campus Athletic Director/Head Coach-Coordinator	226							
	Principal MS	226							
	Director of Professional Development	226							
	Director of Accounting	226							
	Director of Nursing	226							

	Assistant Director of Athletics	226							
	Director of Early Childhood	226							
<b>10</b>				<b>Daily</b>	<b>\$474.37</b>	<b>\$555.09</b>	<b>\$643.90</b>	<b>\$22.20</b>	
	Director of Fine Arts	226							
	Director of Integrated Behavior Services	226							
	Director of Advanced Academics	226							
	Director of Student Services	226							
	Director of Safety and Security	240							
	Director of Administrative Services	226							
	Director of Human Resources	226							
	Director of Special Programs (SPED)	226							
<b>11</b>				<b>Daily</b>	<b>\$520.35</b>	<b>\$619.49</b>	<b>\$718.63</b>	<b>\$24.78</b>	
	Principal HS	226							
	Executive Director of Counseling & Cultural Development	226							
	Executive Director of Learning Communities	226							
	Executive Director of Learning Technology & Support Services	226							
	Executive Director of Finance	226							
	Executive Director of Curriculum & Instruction	226							
	Executive Director of Athletics	226							
	Executive Director of Transportation	226							
	Executive Director of Maintenance & Operations	226							
	Executive Director of Construction	226							
	Executive Director of Human Resources	226							

	Executive Director of Special Programs	226							
<b>12</b>				Daily	\$552.88	\$650.45	\$748.02	\$26.02	
	Senior Executive Director	226							
<b>13</b>				Daily	\$597.12	\$702.49	\$807.86	\$28.10	
	Chief Communication Officer	226							
	Chief Technology Officer	226							
	Chief of Administrative Services	226							
	Chief of Academics	226							
<b>14</b>				Daily	\$668.77	\$786.79	\$904.81	\$31.47	
	Deputy Superintendent	226							
	Chief Financial Officer	226							

## Substitute Pay Rates for Teachers, Paraprofessionals, Aides and Nurses for 2025-2026

<b>Teacher (Daily Rate)</b>	<b>2025-2026</b>
TEA Certified	<b>\$110.00</b>
Degreed	<b>\$100.00</b>
Non-Degreed	<b>\$80.00</b>
<b>Para/Aide (Daily Rate)</b>	<b>2025-2026</b>
TEA Certified	<b>\$100.00</b>
Degreed	<b>\$90.00</b>
Non-Degreed	<b>\$80.00</b>
<b>Nurse (Daily Rate)</b>	<b>2025-2026</b>
RN	<b>\$150.00</b>
LVN	<b>\$100.00</b>
<b>Long Term (Daily Rate)</b>	<b>2025-2026</b>
TEA Certified	<b>\$155.00</b>
Degreed	<b>\$140.00</b>
Non-Degreed	<b>\$140.00</b>

**Long-Term positions** (11 consecutive days or more, or vacant position rate starts on day one)

Preferred Substitute Rates are for individuals who are present all but 3 work days per month on a consistent basis.

Royse City ISD is pleased to hire substitutes as employees of the district. Substitutes are not considered to be annualized employees. Substitutes are not eligible for additional employee compensation such as monetary incentives, loyalty bonuses, etc.

# 2025-2026 SEMI-MONTHLY PAYROLL DATES

**\*\*All RCISD employees (Excluding substitutes) are paid an annualized salary regardless of the pay periods covered in this schedule.\*\***  
**Pay period dates are for Docking absences and Overtime/Extra Hours ONLY.**

10 MONTH EMPLOYEES (171 - 197 days) & SUBSTITUTES				11 MONTH EMPLOYEES (209 - 217 days)				12 MONTH EMPLOYEES (226 - 240+)			
Check Date	Due to Payroll	Pay Period	# of Weeks	Check Date	Due to Payroll	Pay Period	# of Weeks	Check Date	Due to Payroll	Pay Period	# of Weeks
9/10/2025	9/2/2025	7/27/25 - 8/23/25	4	8/8/2025	8/4/2025	7/6/25 - 7/19/25	2	7/10/2025	7/7/2025	6/15/25 - 6/28/25	2
9/25/2025	9/22/2025	8/24/25 - 9/13/25	3	8/25/2025	8/18/2025	7/20/25 - 8/9/25	3	7/24/2025	7/21/2025	6/29/25 - 7/5/25	1
10/10/2025	10/6/2025	9/14/25 - 9/27/25	2	9/10/2025	9/2/2025	8/10/25 - 8/23/25	2	8/8/2025	8/4/2025	7/6/25 - 7/19/25	2
10/24/2025	10/20/2025	9/28/25 - 10/18/25	3	9/25/2025	9/22/2025	8/24/25 - 9/13/25	3	8/25/2025	8/18/2025	7/20/25 - 8/9/25	3
11/10/2025	11/3/2025	10/19/25 - 11/1/25	2	10/10/2025	10/6/2025	9/14/25 - 9/27/25	2	9/10/2025	9/2/2025	8/10/25 - 8/23/25	2
11/21/2025	11/17/2025	11/2/25 - 11/15/25	2	10/24/2025	10/20/2025	9/28/25 - 10/18/25	3	9/25/2025	9/22/2025	8/24/25 - 9/13/25	3
12/10/2025	12/1/2025	11/16/25 - 11/29/25	2	11/10/2025	11/3/2025	10/19/25 - 11/1/25	2	10/10/2025	10/6/2025	9/14/25 - 9/27/25	2
12/19/2025	12/15/2025	11/30/25 - 12/13/25	2	11/21/2025	11/17/2025	11/2/25 - 11/15/25	2	10/24/2025	10/20/2025	9/28/25 - 10/18/25	3
1/9/2026	1/5/2026	12/14/25 - 12/27/25	2	12/10/2025	12/1/2025	11/16/25 - 11/29/25	2	11/10/2025	11/3/2025	10/19/25 - 11/1/25	2
1/23/2026	1/20/2026	12/28/25 - 1/10/26	2	12/19/2025	12/15/2025	11/30/25 - 12/13/25	2	11/21/2025	11/17/2025	11/2/25 - 11/15/25	2
2/10/2026	2/2/2026	1/11/26 - 1/24/26	2	1/9/2026	1/5/2026	12/14/25 - 12/27/25	2	12/10/2025	12/1/2025	11/16/25 - 11/29/25	2
2/25/2026	2/16/2026	1/25/26 - 2/7/26	2	1/23/2026	1/20/2026	12/28/25 - 1/10/26	2	12/19/2025	12/15/2025	11/30/25 - 12/13/25	2
3/10/2026	3/2/2026	2/8/26 - 2/21/26	2	2/10/2026	2/2/2026	1/11/26 - 1/24/26	2	1/9/2026	1/5/2026	12/14/25 - 12/27/25	2
3/25/2026	3/16/2026	2/22/26 - 3/7/26	2	2/25/2026	2/16/2026	1/25/26 - 2/7/26	2	1/23/2026	1/20/2026	12/28/25 - 1/10/26	2
4/10/2026	4/7/2026	3/8/26 - 3/28/26	3	3/10/2026	3/2/2026	2/8/26 - 2/21/26	2	2/10/2026	2/2/2026	1/11/26 - 1/24/26	2
4/24/2026	4/20/2026	3/29/26 - 4/11/26	2	3/25/2026	3/16/2026	2/22/26 - 3/7/26	2	2/25/2026	2/16/2026	1/25/26 - 2/7/26	2
5/8/2026	5/5/2026	4/12/26 - 4/25/26	2	4/10/2026	4/7/2026	3/8/26 - 3/28/26	3	3/10/2026	3/2/2026	2/8/26 - 2/21/26	2
5/22/2026	5/18/2026	4/26/26 - 5/9/26	2	4/24/2026	4/20/2026	3/29/26 - 4/11/26	2	3/25/2026	3/16/2026	2/22/26 - 3/7/26	2
6/10/2026	6/1/2026	5/10/26 - 5/30/26	3	5/8/2026	5/5/2026	4/12/26 - 4/25/26	2	4/10/2026	4/7/2026	3/8/26 - 3/28/26	3
6/25/2026	6/2/2026	5/31/26 - 6/13/26	2	5/22/2026	5/18/2026	4/26/26 - 5/9/26	2	4/24/2026	4/20/2026	3/29/26 - 4/11/26	2
7/9/2026	7/6/2026	6/14/26 - 6/27/26	2	6/10/2026	6/1/2026	5/10/26 - 5/30/26	3	5/8/2026	5/5/2026	4/12/26 - 4/25/26	2
7/23/2026	7/20/2026	6/28/26 - 7/4/26	1	6/25/2026	6/2/2026	5/31/26 - 6/13/26	2	5/22/2026	5/18/2026	4/26/26 - 5/9/26	2
8/10/2026	8/3/2026	7/5/26 - 7/18/26	2	7/9/2026	7/6/2026	6/14/26 - 6/27/26	2	6/10/2026	6/1/2026	5/10/26 - 5/30/26	3
8/25/2026	8/17/2026	7/19/26 - 7/25/26	1	7/23/2026	7/20/2026	6/28/26 - 7/4/26	1	6/25/2026	6/2/2026	5/31/26 - 6/13/26	2

## 1. EXAMPLE OF ANNUALIZED PAY:

Employee Service Calendar: 187 Days  
 Employee Daily Rate: \$100  
 Total Annualization: \$100 X 187 = \$18,700 (If the employee works their full contract)  
 Semi-Monthly Payments starting in September: \$18,700/24 = \$799.16

## 2. EXAMPLE OF ANNUALIZED PAY:

Employee Service Calendar: 209 Days  
 Employee Daily Rate: \$100  
 Total Annualization: \$100 X 209 = \$20,900 (If employee works full contract)  
 Semi-Monthly Payments starting in August: \$18,700/24 = \$870.83

You may enroll in direct deposit at any time by completing the Direct Deposit Form on Frontline, attaching a void check, and submitting it to the payroll office by the semi-monthly cut-off date (in order to be effective for the current month).

**If you are already enrolled in Direct Deposit, please do not close your bank account without notifying the Payroll Department as soon as possible.** Pay dates that fall on a weekend will be paid on Friday.

## **Duty Days/Dates**

Employees receive a salary letter annually in Skyward with all duty start and end dates, the number of contract days, and salary information. It's the employee's responsibility to verify the information and report any errors promptly. Should an employee receive a stipend, that information is also included.

A stipend is in addition to an employee's regular salary. The start dates and end dates for the supplemental duty(ies) may be different from the start and end dates under your employment contract with the district. Your stipend(s) include(s) payment for all duties, responsibilities, and additional time your supplemental duty(ies) may require.

For team/department leads, this includes providing any support or assistance to the team members you lead for the overall success of students. Duties may include covering classes, mentoring, grading, and providing instruction during leave or absences that may be required.

Extra Curricular and Co-Curricular stipends include all aspects related to that area, including events where students accelerate and compete during holiday or summer breaks.

A stipend associated with a particular supplemental duty may be prorated if you do not complete the supplemental duty or if the supplemental duty is terminated for any reason.

**Stipends are not guaranteed annually and may change. It's the responsibility of the staff member to check their compensation information annually and report any discrepancies to payroll immediately.**

## Staff Calendar Start and end dates per Number of Work Days

<b>Number of Work Days</b>	<b>Dates of Work Calendar</b>
171 Day Calendar – Bus	7/29/25-5/26/26
171 Day Calendar - Food Service	8/4/25-5/22/26
187 Day Calendar	8/01/25-5/29/26
187 Day Calendar - BLC	7/23/25-5/25/26
192 Day Calendar	7/21/25-5/22/26
192 Day Calendar - SPED	7/28/25-6/01/25
197 Day Calendar	7/21/25-6/01/26
197 Day Calendar - SPED	7/21/25-6/01/26
209 Day Calendar	7/14/25-6/10/26
217 Day Calendar	7/7/25-6/15/26
226 Day Calendar	07/01/25-06/30/26
240 Day Calendar	07/01/25-06/30/26

*Each staff member's annual salary letter indicates the number of days they are expected to work.*

## Extra Duty Pay Information

Extra duty must be approved by the supervisor prior to the work being performed. Any duties not on this approved list must get approval from that department's Chief prior to performing any of the duties.

District Extra Duty List				
	Hourly Rates			
Extra Duty	Elementary	Intermediate	Middle School	High School
After-school tutoring	\$35.00	\$35.00		
UIL - Judges	\$20.00	\$20.00	\$20.00	\$20.00
Summer School Teacher/RN	\$35.00	\$35.00	\$35.00	\$35.00
Bus driving - Coaches (flat rate)			\$75.00	\$75.00
Morning & Afternoon Detentions			\$20.00	\$20.00
Night School			\$20.00	\$20.00
Auditorium Lights & Sound				\$20.00
Credit Recovery Room Monitor				\$25.00
Saturday School				\$25.00
UIL - Team Coaches *	\$250.00	\$250.00	\$300.00	\$400.00
UIL - Invitational Meet				\$100.00
UIL - Post District Meet				\$100.00

*\*This is not an hourly rate but rather a team rate 10 hours practice + District Meet*

*\*\* Athletics extra duty - will work with stadium manager/Athletic Events Coordinator to review needs.*

1. Only the RCISD extra duty pay approved above will be permitted to be paid to employees.
2. Only exempt, salaried employees are eligible to receive the extra duty payments listed.
3. Non-exempt, hourly employees should clock into Skyward for any extra duty worked.
4. Extra-duty pay earned will be paid during the pay period when earned (i.e., no accumulation of extra duty pay)