

District Pay Plan Development

Denton ISD is committed to having the ability to attract top talent, keep talented employees pay equitable, and demonstrate appreciation for their contributions. The district has designed a cost-effective compensation package that provides the capability to recruit, retain, and reward employees at all levels.

Denton ISD wants employees to understand our pay system. As a result, the district has developed a series of communications called HR Snapshot. This Snapshot addresses questions frequently asked by employees about how the district pay plan was developed.

How was the pay plan developed?

The HR Department is responsible for creating and maintaining the district's compensation plan. It was developed using the following steps.



The first step was to **analyze each job** to determine the level of responsibility. This is done by reading the job description, asking the incumbent to fill out a job analysis questionnaire or conducting an interview with the manager.

Next, the **job is evaluated** using a common set of objective factors such as education, credentials, experience, supervisory responsibility and others that are required for the job. Individual employee credentials are not considered in this evaluation. Jobs that have similar levels of skill, effort and responsibility value are grouped together into pay grades

Then, the HR Department uses salary surveys to determine if there is valid market data for the position. This provides a **job price** that is used to determine the appropriate pay grade. Unfortunately, there is not market data for every single job; however, the HR Department has determined a market price for 95 percent of the district's employees.

Based on the results of the job evaluation and the market price, the job is classified into a pay grade.

In order to maintain the plan, a policies and procedures manual has been developed in order to provide consistent guidelines for day-to-day administration. The HR department uses this manual for the following:

- ✓ Determining salary offers for new employees

- ✓ Calculating promotional increases
- ✓ Documenting the reclassification process
- ✓ Determining the job exemption status under FLSA
- ✓ Demotion pay processes
- ✓ Break in service pay
- ✓ Other compensation and pay issues

Will my pay grade ever change?

Pay grade classification can change if there is a significant and sustained increase in job responsibility or if the job is particularly sensitive to market pressures. The pay policy and procedure manual, located in the HR Department, documents the process and timelines for job reclassification.

Do my years of experience make any difference in the new pay plan?

Yes, experience counts in the new system but not to the same extent as a step schedule. In this system there is a range of pay rather than a single rate of pay based only on experience. The district now has the flexibility to value competencies other than years of experience, such as specific experience in and outside school districts, additional licenses or certifications, or the current salary of the candidate.

Can I predict future pay increases in this system?

No, because the pay structures are reviewed and possibly adjusted annually. They are valid for one year only. Pay increases are granted annually by the board of trustees, based on the district's available revenues, so there is no guarantee that you will get a pay increase every year.

Why did the district change to this pay system?

Denton ISD is committed to recruiting the most talented candidates and to retaining our current employees. In order to do that, we want to maintain a pay system that values job responsibility, is sensitive to the market, and provides a mechanism to distribute pay increases when possible.

How can I get more information?

You can contact the Human Resources department at 940-369-0040. Also, look for other HR Snapshot documents posted on the district's Web Site.