

INTRODUCTION AND METHODOLOGY

Plainview Independent School District (PISD) 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 more than 30 years.

Purpose of Study

This study was conducted to objectively examine the competitive job market and make recommendations for internally fair and externally competitive pay practices. The project included the following processes:

- evaluate competitive market prices for key benchmark jobs;
- determine whether employees are being paid within an appropriate market range;
- determine whether jobs are placed correctly in the pay structure;
- build or align district pay structures with the competitive job market;
- develop an affordable implementation plan with recommended pay adjustments; and
- review and recommend administrative guidelines for managing pay systems.

All employee groups were included in this study, including:

- teachers (and related instructional staff);
- administrative/professional;
- clerical/paraprofessional; and
- auxiliary

In addition to base pay structures, extra duty stipend schedules and rates were reviewed.

Project Activities

The following work tasks were completed during the study.

- **Initial planning and data collection**
Consultants conferred with district administrators to ensure a clear understanding of the concerns and objectives for the study. Pay data collected on personnel employed at the start of the project was used for modeling proposed pay plans and costs.
- **Assess competitive pay levels for common jobs**
The competitive job market group was approved by the district. Consultants analyzed market data to determine where the district is at risk and identified priorities for pay system improvements.
- **Review job classifications**
Consultants reviewed job classifications through site interviews with administrators and market pricing. Consultants also reviewed the exemption status of jobs for compliance with the Fair Labor Standards Act (FLSA).

- **Build or align pay range structures**
Pay structures were built or adjusted based on market benchmark rates and district budget. Pay structures were designed to provide competitive pay ranges and internal pay system controls.
- **Design implementation plan with recommended pay adjustments**
The implementation plan was designed to achieve the following:
 - provide a general pay increase to all employees paid within their pay range;
 - adjust all employees up to the minimum pay rate for their position;
 - add targeted adjustments to improve pay for identified employees; and
 - hold harmless employees paid above the recommended maximum rates.
- **Review a draft of findings and recommendations and deliver a final report**
Consultants met with district leaders to review the initial draft of findings and recommendations.

Data Sources

Data sources for this project were obtained from:

- District employee records;
- Peer districts;
- TASB annual surveys of salaries and wages in Texas schools;
- Third-party salary surveys of the local metro areas; and
- District administrator interviews.