

Salary and Salary Increases for 2009-2010
Frequently Asked Questions

Question: How was the salary increase calculated?

Answer: Employees in grades of Teacher, Related Instructional and Professional Support will receive a "step" increase over their 2008-2009 step. Teachers who were off-step will receive the differential to the next step in the 2008-2009 schedule, plus the state mandated amount of \$851. All other employees receive a 3 percent increase over their base salary.

Question: On which check will we see the increase?

Answer: Sept. 15, 2009, for monthly employees, Sept. 18, 2009, for biweekly employees.

Question: Does the salary increase amount include the signing incentives?

Answer: No. The salary increase is only for base salaries.

Question: When I divide my salary by 12 months I get a different salary amount from the amount that I'm receiving. Why is the signing incentive or base salary different?

Answer: Salaries are prorated based on actual days worked; the calculation is as follows:
Base salary / contract days * days worked = prorated salary amount / pay periods = gross monthly

Question: Will last years longevity be rolled over into this years salary increase?

Answer: The longevity stipend was eliminated and annualized into the 2008-2009 school year. All future salary increases will be determined based on the employee's current base salary, regardless of the longevity amount received during the 2007-2008 school year.

Question: When will I receive my bilingual, math, or science stipend?

Answer: These stipend payments are paid on a 10-month schedule beginning November 2009 and continuing through August 2010.

Question: Will my salary be adjusted later once I submit my degree update/service records?

Answer: Salary credit for advanced degrees—master's and doctorate—will be granted upon receipt of the official transcript showing the date the degree was conferred. The salary adjustment will be effective on that day, as long as the employee provides the official transcript within 60 calendar days of the degree being granted; otherwise, the effective date is the date upon which the Records Department receives the transcript. Salary credit for CYS will be granted upon receipt of an official service record. Salary adjustment will be made effective on the date of hire or date of new assignment honoring CYS, as long as the employee provides official service records within 60 calendar days from the assignment start date. Otherwise, the effective date is the date upon receipt.

Question: I didn't receive my _____ stipend?

Answer: Most stipends start payment on the Sept. 15 check for monthly employees or on the Sept. 18 check for biweekly. However, some stipends pay at different intervals. For example, bilingual, math, and science stipends begin in November. These stipend payments are paid on a 10-month schedule beginning November 2009 and continuing through August 2010. For all other stipends, check with your office manager or supervisor to ensure paperwork was turned in.

If you have additional questions, please send an email to notifycomp@dallaisd.org

Question: Where can I view my Notice of Assignment and Salary?

Answer: An employee can review his or her Notice of Assignment and Salary by logging on to Oracle's DISD Employee Self Service and clicking on DISD Notification of Assignment and Salary. Please be aware that this document is a dynamic real-time copy reflecting what is in Oracle HRIS at the moment that you print it, but if corrections have not been processed yet, they will not be captured. The best time to print your NAS is after the Sept. 15 payroll has been processed.

Question: I'm a new teacher, and this is my first paycheck with Dallas ISD. I divided my agreed-to annual salary by 12, but that's not the amount of my check. Why?

Answer: If you were hired prior to the start of the school year and you are paid monthly, you will need to divide your salary by 13, not 12. If you were hired after the school year began, your pay is prorated based on the number of days actually worked, not the number of calendar days.

Question: Why isn't the Notification of Assignment letter working?

Answer: We are currently conducting the beginning of year "initialization." This process includes the calculation of raises as well as employee assignments for 2009-2010. Until the process is complete, several district sites that display this information will be unavailable. The NAS and other links will be updated and available by Sept. 15.

Question: I am not sure if I am getting 3 percent or the step increase?

Answer: Teachers and **Related Instructional Personnel** will receive the step increase. Support staff, campus leadership, and central office staff will receive 3 percent. Here is a list of examples (list is not inclusive of all positions in the district):

TRIPS who will receive the step increase

teachers
counselors
librarians
speech therapists
nurses
diagnosticians

Support, campus leadership, central office will receive 3%

administrative assistants
office managers
data technicians
principals
assistant and associate principals
custodial
maintenance
food service
coordinators
specialists
managers
directors
executive directors

If you have additional questions, please send an email to notifycomp@dallaisd.org