



Compensation and Salary Administration Frequently Asked Questions

Dallas ISD Compensation Programs are designed to ensure that each component of our rewards program promotes an atmosphere that attracts, motivates and retains high performing employees while providing support to the organizational mission of educating all students for success!

New Hire FAQ's:

Q: I am excited to start my first day at Dallas ISD! When will I receive my first paycheck?

A: We are incredibly happy to have you as part of the Dallas ISD family! Your first paycheck will depend on your official hire date. New hires who begin before or on the 15th of the month typically receive their first paycheck on the fourth Wednesday of the month. New hires who begin after the 15th of month typically receive their first paycheck on the 15th of the next month. Confirmation will be provided upon hire.

Q: What is a late hire? If I am considered a late hire, what does that mean for my salary?

A: If your official hire date is after the respective start date of your position, you are considered a late hire and your salary will be prorated as follows: Annual salary divided by total number of workdays for your position is your daily rate. Multiply the daily rate by the remaining number of workdays for your position to get the prorated annual amount. Divide the prorated annual amount by the remaining number of monthly pay periods to get the gross monthly salary expected per pay period.

Example: A teacher serving 191 workdays hired on October 2, 2024 with an annual salary of \$62,000.

$\$62,000$ divided by 191 days = $\$324.61/\text{day}$. Multiply by 145 remaining workdays (10/02/2024 to 05/23/2025) = $\$47,068.06.22$ for the 2024-2025 school year. Divide $\$47,068.06$ by 11 remaining number of monthly pay periods = $\$4,278.91.47$ per month.

Q: Will I receive equal salary payments for the year?

A: Yes. All salaries (full or prorated) for monthly employees are divided into equal payments and spread over the remaining pay periods of the school year.

Q: My position's last workday is in May, does that mean I do not receive any pay in June, July and August?

A: Not at all. No matter your official start date, the last paycheck for the school year is in August. The first pay period for returning employees is in September.

Q: Can I opt to be paid based on the 10 months that I am actually working?

A: Unfortunately no. Dallas ISD pays all employees on a 12-month basis even if they do not work a full 12 month schedule.

Q: I received a salary offer from Human Capital Management. How was my salary determined?

A: For new hire teachers on TEI salaries are determined by official creditable years of service (CYS) confirmed by the Records Department.

For all other positions, salaries are based on each candidate's knowledge, skills and abilities (KSAs), related work experience and internal incumbent comparisons with employees who have similar positions and KSA's within Dallas ISD.

Q: My annual salary is correct as offered, but I think something might be wrong with my paycheck?

A: If your annual salary is correct, but you have questions about your paycheck, feel free to contact our friends in the Payroll Department at (notifypayroll@dallasisd.org) or call (972) 925-4200.

Q: I am expecting more service records to be delivered to Dallas ISD from other organizations. On what day will the salary adjustment be effective, if eligible?

A: Applicable salary adjustments will be made effective on the date of hire if the employee provides the official service records within 30 calendar days from the assignment start date; otherwise, the effective date is the date upon which the Records Department receives the official service record.

General FAQ's:

Q: In the previous school years my position was on a step-schedule and now it is on a salary range. Why was the change made?

A: In an effort to recruit and retain the most effective employees, Dallas ISD shifted employees onto a market-based salary range. All positions will now be compensated at a rate contingent with internal incumbents that have comparable career experience and education.

Q: I was told that Dallas ISD no longer provides pay based the highest degree of a candidate, is that true?

A: While there is no separate compensation based on degree levels for the same position, the district considers the holistic career and educational profile of every candidates moving into any position. It is the goal of the district to reward excellence while upholding internal equity amongst high performing employees.

Q: How can I request a salary review to ensure I am being paid appropriately?

A: We recommend reaching out to your immediate supervisor after a year in your current position prior to contacting the Compensation Department. If your supervisor believes that a position may be improperly classified or that the content and scope of responsibilities have substantially changed, they may request a re-

evaluation of the position. The request must be approved by your supervisor, your Executive Director and your Division Chief prior to review from the Compensation Department.

Q: I have been at Dallas ISD for many years. How do I get to the midpoint or maximum of the salary range?

A: Upward movement in a salary range is typically dependent upon the general the board increase granted by the Board of Trustees. Salary ranges are reviewed annually based on benchmarked positions and market movement.

Q: I was evaluated on an Excellence Initiative program, but moved into a position not on an Excellence Initiative program. Can the applicable increase I would have received be added to my newsalary?

A: No. All salary adjustments are made based on the current compensation program of the position that you are in at the time of the adjustment.

Q: I am being recommended for a new position, but would like to know my salary prior to accepting the recommendation. Can you assist?

A. Unfortunately, we do not provide estimated salaries for individuals without the recommendation being approved by Human Capital Management.

Q: I am currently receiving a stipend. Is this considered a part of my salary?

A: No. Stipends and other supplemental earnings are not considered a part of your salary as they are not guaranteed wages. Supplemental earnings will not be included in base salaries quoted by the Compensation Department. Supplemental earnings ARE a part of your total compensation during the time period you are eligible to receive them.

Q: How can I confirm what is considered base salary and supplemental earning on my paycheck?

A: Any earning on your paycheck that is not "DISD MONTHLY" is considered supplemental earnings.

Q: I am a substitute teacher. Am I eligible for supplemental earnings?

A: Substitute teachers are only eligible for the Certified Substitute Teacher extra duty tutoring pay as outlined in the Supplemental Earnings Handbook. Substitutes in any position are not eligible for supplemental earnings outside of those qualified for tutoring.

Q: I have more questions regarding my salary, who do I contact?

A: You can always reach out to the Compensation Department at notifycomp@dallasisd.org. If you would like to see us, please schedule an appointment via notifycomp@dallasisd.org and a representative will gladly assist.

Q: I am seeking assistance with my benefits. Who should I contact?

A: You can contact our friends in the Benefits Department at (972) 794-7850.