

Subject:	SUPPLEMENTAL/TEMPORARY PAY	Regulation Identifier:	BUS-09
Office:	BUSINESS		
Reference:			
To:	All Supervisors		
Date:	August 2026	Reissued By:	Megan Bradley

Supplemental pay is provided for work performed outside of the employee's scheduled work hours based on their work calendar. Exceptions to documented pay rates must be approved by the employee's direct supervisor and the Deputy Superintendent for Business and Finance or Assistant Superintendent for Budget and Finance. This administrative regulation replaces any previous published rates for this work.

Related board policies include: DEAA (Incentives and Stipends) and DEAB (Wage and Hour Laws). The employee handbook discusses overtime and compensatory time pay.

A. Nonexempt/Auxiliary/Paraprofessional Personnel:

Nonexempt/Auxiliary/Paraprofessional Employees are defined as employees who are paid an hourly rate based on hours worked and are eligible for overtime or comp if they are approved to work more than 40 hours per week.

- Nonexempt personnel performing tasks associated with duties listed in their job description receive pay based on their standard hourly rate even if they work on a non-work day or outside of their regular schedule. The employees' standard hourly rate will be paid for hours less than 40 hours per week. The employee overtime rate of 1.5 x their regular hourly rate will be paid for hours physically worked exceeding 40 hours per week. Time worked that is related to the employees' job description will be collected through the Kronos timekeeping system, adding a note if the general ledger code needs to be different than the employee base pay.
- Auxiliary full-time and part-time employees that are required by their supervisor to physically go into work on a non-work day or after hours on a work day will receive a guaranteed minimum of two hours pay at their regular pay rate (calculated at their overtime rate when applicable). On-call work that can be handled remotely will be guaranteed 30 minutes of pay. The guaranteed pay will not overlap.
- Child Nutrition Pay Differentials in addition to normal hourly wage will be calculated as an additional per hour rate for the following work:
 - Training Manager \$2.50 per hour
 - Employees Working Summer Feeding \$2.00 per hour
 - Temporary Assignment (up to 90 days) \$1.00 per hour
 - Satellite Driver Assignment \$1.00 per hour

B. Temporary/Seasonal Employees

Time worked by temporary or seasonal employees will be collected through the Kronos timekeeping system.

C. Campus/Department Administrator Substitute Positions

Daily Rate of \$225.00 per day. Additional pay is not provided for long-term assignments. Teacher and paraprofessional substitute rates are documented on the Substitute Pay Schedule posted on the Northside ISD Human Resources webpage. Other substitute position rates will be determined by the Assistant Superintendent of Human Resources or Deputy Superintendent for Business Services.

D. Adult and Community Education (ACE) /Learning Tree (LT) Pay Rates

GROUP	ACTIVITY	RATE OF PAY	PER
ACE	Childcare Worker	\$ 12.50	Hour
ACE	Data Clerk	\$ 17.50	Hour
ACE	Instructional Aide	\$ 17.00	Hour
ACE	Instructional Coach ⁺	\$ 35.00	Hour
ACE	Teacher (Certified or Masters) ⁺⁺	\$ 32.00	Hour
ACE	Teacher (Degreed) ⁺⁺	\$ 27.00	Hour
ACE	Tester	\$ 22.00	Hour
LT	Assistant Site Leader	\$ 15.50	Hour
LT	Instructor	\$ 12.50	Hour
LT	Site Leader	\$ 17.50	Hour

*Includes preparation time (each class is 3 hours in duration + 1 hour preparation)

⁺⁺Includes payment to attend conferences and ceremonies as allowed by grant

F. Exempt Personnel

Exempt employees are defined as employees who are paid on a daily rate; these employees do not use a district time clock for their regular position and are not eligible for overtime pay.

Exempt employees are prohibited from earning supplemental pay for any work performed during their standard contracted days or scheduled work hours. Exempt employees may only receive supplemental pay if the tasks are performed on a non-duty/non-contract day or entirely outside of regular working hours. If supplemental pay is based on the employee's daily rate it will be calculated using their base salary rate only (excluding stipends).

G. Athletics Events:

Athletics stadium/events workers are paid through MUNIS batch time entry. The district rates for this work are listed below. Athletics workers are paid an additional \$5 for working a second event and an additional \$10 per event for working beyond district (playoff) games.

CAREER & TECHNICAL EDUCATION SUPPLEMENTAL PAY Activity	Employee Category	Rate
Practicum	Professional	\$40 per hour

SPECIAL EDUCATION SUPPLEMENTAL PAY Activity	Employee Category	Rate
ASL interpreters	Paraprofessional	\$40 per hour
DHH/VI services	Professional	\$40 per hour
Homebound – regular	Professional	\$50 per hour
Homebound – speech therapy	Professional	\$60 per hour
LSSP, OT/PT for summer assessment	Professional	\$50 per hour
Parent training	Professional	\$40 per hour
Spec ed or section 504 services	Professional	\$40 per hour
Speech	Professional	\$50 per hour

SUMMER SUPPLEMENTAL PAY Activity	Employee Category	Rate
Clerical work or data entry	Paraprofessional	Current hourly rate
LVN work	Paraprofessional	\$25 per hour
Summer athletic camp paraprofessional	Paraprofessional	\$20 per hour
TSS work	Paraprofessional	\$25 per hour
Academic camp coordinator	Professional	\$40 per hour
Administrator, coordinator, registered nurse, teacher	Professional	\$40 per hour
Athletic camp teachers	Professional	\$25 per hour
Paraprofessional level work performed	Temporary	\$20 per hour
Professional special educ work performed not requiring teacher certification (e.g. LSSP/SLP)	Temporary	\$50 per hour
Work performed requiring a teaching certificate	Temporary	\$40 per hour

SUPPLEMENTAL PAY Activity	Employee Category	Rate
Bus chaperone	Paraprofessional	Current hourly rate
Crossing guard	Paraprofessional	Current hourly rate
Private tennis lessons	Paraprofessional	\$50 per hour or \$35 per half hour
Work performed at work location outside of work schedule (meetings, afterschool, weekend events)	Paraprofessional	Current hourly rate
Attendance recovery	Professional	\$40 per hour

Attending meetings	Professional	\$30 per hour
Campus staff driving students for Athletics, Fine Arts, etc. when they are not the coach/sponsor (before or after the standard daily work schedule)	Professional	\$40 per hour
Clerical work or data entry	Professional	\$20 per hour
Credit retrieval work	Professional	\$40 per hour
Crossing guard \$20 per shift (AM and PM)	Professional	\$20 per shift
Curriculum writing or planning	Professional	\$40 per hour
Detention hall	Professional	\$30 per hour
Driving bus routes outside of standard work hours (AM or PM route)	Professional: Transportation Supervisors	\$45 per route
Fine Arts event work outside of work schedule and approved by Executive Director	Professional	\$40 per hour
In-District Judges for Spirit Tryout (cheer, dance/drill, officer)	Professional	\$100 flat rate per campus tryout
Instructors adjudicating Fine Arts Assessments (MS Theatre Festival)	Professional	\$100 flat rate per assigned campus
Police department employees working events outside standard work day (this is not for police or patrol officers who are non-exempt)	Professional: police department exempt employees	\$50 per hour
Prep work or prep days	Professional	\$30 per hour
Professional development participant on non-work day (6 hours max paid); unpaid if earning a teacher exchange day	Professional: Classroom Teachers	\$30 per hour
Professional development prep work for trainer, presenter, facilitator or clinician (3 hours max): for time worked outside of the standard work hours	Professional	\$40 per hour
Professional development training, presenting, facilitating or clinician on a non-work day	Professional	\$40 per hour
Sub-teacher conference period	Professional	\$40 per hour
Teacher extra duty	Professional	\$40 per hour
Tutoring	Professional with valid Texas teacher certificate	\$40 per hour
Crossing guards (2 hours guaranteed for each shift)	Temporary	\$14.25 per hour
Fine arts clinicians- strings	Temporary	\$44 per hour
New Teacher Coaches (retired teachers)	Temporary	\$40 per hour
Psychological services department	Temporary	\$50 per hour
Seasonal tennis instructor	Temporary	\$15-\$40 per hour based on experience
Summer warehouse helper	Temporary	\$10 per hour
Test administrator	Temporary	\$30 per hour
Tutor: non-certified/non-degreed	Temporary	\$20 per hour

Tutor: valid Texas teacher certificate	Temporary	\$40 per hour
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Athletics Pay Rates for Varsity Games	
Football	RATE
Ticker Scanner	\$46 per game
Pass Gate	\$48 per game
Player Gate	\$48 per game
Band Gate	\$48 per game
Announcer	\$60 per game
Timer	\$54 per game
Press Box	\$48 per game
Production	\$25 per hour
Supervisor	\$145 per game
Volleyball	RATE
Ticket Scanner	\$23 per game
Scorer	\$27 per game
Timer/Libero	\$27 per game
Statistician	\$27 per game
Supervisor	\$50 per match
Basketball	RATE
Ticket Scanner	\$23 per game
Timer	\$27 per game
Scorebook	\$27 per game
Statistician	\$27 per game
Supervisor	\$50 per game
Softball	RATE
Ticket Scanner	\$34 per game
Scoreboard	\$40 per game
Announcer/Book	\$40 per game
Supervisor	\$70 per game
Baseball	RATE
Ticket Scanner	\$34 per game
Scoreboard/Pitch Count	\$40 per game
Announcer/Book	\$40 per game
Supervisor	\$70 per game

Athletics Pay Rates for Varsity Games (Continued)	
Soccer	RATE
Ticket Scanner	\$29 per game
Timer/Announcer	\$38 per game
Supervisor	\$60 per game
Track: Sub Varsity/Varsity/District Meet - Day 2	RATE
Ticket Scanner	\$50 per day
Starter	\$150 per day
Placer	\$60 per day
Scorer	\$60 per day
Announcer	\$60 per day
Field Judge	\$50 per day
Official	\$60 per day
Gate Worker	\$50 per day
Track: District/Area Meet - Day 1 (Full Day)	RATE
Ticket Scanner	\$100 per day
Starter	\$150 per day
Placer	\$110 per day
Scorer	\$110 per day
Announcer	\$110 per day
Field Judge	\$100 per day
Official	\$110 per day
Gate Worker	\$100 per day
Water Polo (session = 4 hours)	RATE
Ticket Scanner	\$50 per session
Table Worker	\$20 per game
Gatekeeper	\$40 per session
Scoreboard Operations	\$25 per hour
Table Supervisor	\$30 per game
Swimming/Diving (session = 4 hours)	RATE
Ticket Scanner	\$50 per session
Meet Operations	\$20 per hour
Starter	\$50 per session
Stroke and Turn	\$50 per session
Computer Operator	\$20 per hour
Console Operator	\$20 per hour
Announcer	\$60 per session
Scoreboard Operations	\$25 per hour
Meet Referee	\$75 per session
Diving judge	\$50 per session
Diving Head referee	\$75 per session

Athletics Pay Rates for Sub varsity/Middle School Games	
Football	RATE
Ticker Scanner	\$20 per game
Volleyball	RATE
Ticket Scanner	\$20 per game
Scorer	\$20 per game
Timer/Libero	\$20 per game
Basketball	RATE
Ticket Scanner	\$20 per game
Scorer	\$20 per game
Timer/Libero	\$20 per game
Track: Sub Varsity Meet	RATE
Ticket Scanner	\$50 per game
Starter	\$150 per game
Placer	\$60 per game
Scorer	\$60 per game
Announcer	\$60 per game
Field Judge	\$50 per game
Official	\$60 per game
Gate Worker	\$50 per game