

# Lackland ISD



## Compensation Plan

2019-2020





## **Purpose**

The purpose of this Compensation Manual is to communicate the District's Annual Compensation Plan for all District employees.

The Annual Compensation Plan includes wage and salary structures, stipends, benefits and incentives. The plan supports District goals for hiring and retaining highly qualified employees.

The Compensation Plan includes three job classifications: Administrative/Professional, Clerical/Technical and Manual Trades. Every job classification includes multiple pay grade to provide growth opportunities for employees in all job classifications. Within each paygrade we have determined a minimum, midpoint and maximum rate of pay to compensate for employees based on their creditable years of experience and job-related skills.

The growth opportunities for a custodian are illustrated below. All professional and support positions have similar growth opportunities within the pay schedules.

Custodian	Starting hourly rate at \$10.25 per hour
Lead Custodian	Starting hourly rate at \$11.75 per hour
Custodial Supervisor	Starting hourly rate at \$15.75 per hour

In summary, the pay schedules are designed to compensate employees for their job duties, experience and expertise. Our pay schedules are competitive with the relevant market to ensure that we attract and retain highly qualified staff in all professional and support positions.

The Board of Trustees shall approve the Compensation Plan as part of the annual budget development process. In addition, the Board shall determine the total compensation package for the Superintendent in conjunction with the approval of the Superintendent's employment contract.

The Superintendent, or designee, shall implement the Compensation Plan and establish procedures for plan administration consistent with the adopted budget.

The Compensation Plan shall be administered in compliance with:

- School Board Policy DEA Legal – Compensation Plan
- School Board Policy DEA Local – Compensation Plan
- School Board Policy DEAA Legal – Incentives and Stipends
- School Board Policy DEAA Local – Incentives and Stipends
- Lackland ISD Compensation Handbook

## **School Board of Trustees**

- Mr. Brian Miller, President
- Dr. Laura Munro , Secretary
- Mr. Chris Dietert, Member
- Mr. Michael C. Garcia, Member

## **Administrative Staff – Superintendent’s Cabinet**

<u>Name</u>	<u>Position</u>	<u>Telephone</u>	<u>email ( @lacklandisd.net)</u>
Burnie L. Roper	Superintendent	357-5002	roper.b@
Tonya Hyde	Asst. Superintendent for C&I	357-5003	hyde.t@
Rebecca Estrada	Chief Financial Officer	357-5005	estrada.r@
Alfred Concha	Director of Operations	357-5007	concha.a@
Kyle Jones	Director of Technology	357-5004	jones.k@
Hunter Shelby	Secondary Principal	357-5100	shelby.h@
Terry Leija	Elementary Principal	357-5053	leija.t@

# **Salary Structures**

## **Teacher Hiring Scale**

The Teacher Hiring Scale is used for the initial placement of a teachers, nurses, librarians and instructional coaches/facilitators. The placement is based on the number of years of creditable service as specified in the TEA Commissioner's Rules on Creditable Years of Service (TAC 153.1021) and Minimum Salary Schedule for Certain Professional Staff (TAC 153.1022).

The total years of creditable service must be verified by receipt of a Teacher Service Record (Form FIN-115) or other acceptable documentation.

The Teacher Hiring Scale includes additional annual compensation for a Master's and Doctorate degree. An employee placed on the Teacher Hiring Scale shall be entitled to the additional compensation for their highest advanced degree earned after submitting an original, certified transcript. The additional compensation is: \$2,000 for a Master's Degree and \$3,000 for a Doctorate.

## **Mid-Point Salary Schedule**

The Mid-Point Salary Schedule shall be used for the initial placement of all employees other than teachers, nurses, librarians, and instructional coaches/facilitators. And, the schedule shall be used to determine annual salary increases by applying the percentage increase, if any, to the midpoint salary.

The Mid-Point Salary Schedule includes three Job Classifications: Administrative/Professional, Clerical/Technical and Manual Trades.

All employees categorized as "exempt" under the Fair Labor Standards Act (FLSA) shall be placed on the Administrative/Professional Job Classification and shall be paid from a Professional Salaries account (object code 6119). All employees placed on this pay scale shall meet the FLSA tests including salary level, salary basis and job duties test, as appropriate.

All employees placed on the Clerical/Technical and Manual Trades Job Classifications shall be categorized as non-exempt under the FLSA. Non-exempt employees shall be subject to the FLSA regulations including: Minimum Wage, Overtime, Recordkeeping and Child Labor Laws.

## **Substitute Employee Pay Schedule**

The Substitute Employee Pay Schedule shall be used to compensate employees categorized as "substitute". Substitutes, who are TRS retirees, shall be defined as determined by the Teacher Retirement System of Texas (TRS).

Substitute employees include: Substitute teachers, aides, custodians, food service, etc.

## **Stipends & Extra Duty Pay Schedule**

The Stipend & Extra Duty Pay Schedule is used to compensate professional staff for extra assignments and/or extra duty beyond the normal workday or duty calendar.

Stipends are defined as a flat amount that is paid to a professional employee for performing a specific assignment such as sponsoring an event, coaching a sport, or leading a group such as a Team Leader or Department Head. If an employee does not complete the full year stipend assignment, the stipend shall be pro-rated to compensate for the portion of the assignment verified by the immediate supervisor as complete.

Stipends will generally not be paid to non-exempt staff. In the event that an exception is made due to extenuating circumstances, the District shall ensure that the non-exempt employee's stipend pay complies with the Fair Labor Standards Act (FLSA). Extra duty pay may be paid to a non-exempt employee in accordance with this pay scale. The extra duty pay shall be combined with the base pay earnings to determine overtime pay, if any, using the weighted overtime calculations.

Extra duty pay is defined as a rate of pay, either hourly or daily, for performing duties beyond the normal work schedule such as tutoring, attending professional development, etc.

## **Benefits**

The employee benefits are described in detail on the Summary of Employee Benefits (Exhibit Section). Part-time and full-time employees who meet the TRS eligibility criteria shall be eligible for district paid group health, dental and term life insurance. TRS retirees shall be eligible for the dental and term life insurance benefits.

Other benefits are available to employees on a voluntary basis at their cost.

## **Incentive Programs**

The District has five (5) incentive programs as noted below. Details of each program is included in the Exhibit Section.

Attendance Incentive Program	Above and Beyond Recognition Award
Educational Incentive Pay	Graduate Tuition Reimbursement Program
Leave BuyBack at Separation and Retirement	Longevity Incentive Plan***NEW***

**LACKLAND ISD  
TEACHER HIRING SCALE  
2019-2020**

<b>Step</b>	<b>Bachelor's Degree 2019-2020</b>	<b>Master's Degree 2019-2020</b>	<b>Doctorate Degree 2019-2020</b>
0	\$53,000	\$55,000	\$56,000
1	\$53,539	\$55,539	\$56,539
2	\$54,076	\$56,076	\$57,076
3	\$54,613	\$56,613	\$57,613
4	\$55,150	\$57,150	\$58,150
5	\$55,550	\$57,550	\$58,550
6	\$56,036	\$58,036	\$59,036
7	\$56,524	\$58,524	\$59,524
8	\$57,012	\$59,012	\$60,012
9	\$57,500	\$59,500	\$60,500
10	\$58,100	\$60,100	\$61,100
11	\$58,586	\$60,586	\$61,586
12	\$59,074	\$61,074	\$62,074
13	\$59,562	\$61,562	\$62,562
14	\$60,050	\$62,050	\$63,050
15	\$60,650	\$62,650	\$63,650
16	\$61,111	\$63,111	\$64,111
17	\$61,574	\$63,574	\$64,574
18	\$62,037	\$64,037	\$65,037
19	\$62,500	\$64,500	\$65,500
20	\$63,200	\$65,200	\$66,200
21	\$63,662	\$65,662	\$66,662
22	\$64,125	\$66,125	\$67,125
23	\$64,588	\$66,588	\$67,588
24	\$65,050	\$67,050	\$68,050
25+	\$65,750	\$67,750	\$68,750

NOTE: This pay scale is used for initial placement of teachers, nurses, librarians and instructional coaches/facilitators.

# LACKLAND ISD MID-POINT SALARY SCHEDULES 2019-2020

## AP - ADMINISTRATIVE / PROFESSIONAL JOB CLASSIFICATIONS (DAILY RATES)

PAY GRADE	AP/PG1	AP/PG2	AP/PG3	AP/PG4	AP/PG5	AP/PG6	AP/PG7	AP/PG8
MINIMUM	\$ 217.74	\$ 242.46	\$ 283.42	\$ 291.93	\$ 321.12	\$ 337.17	\$ 370.89	\$ 407.98
MID-POINT	\$ 261.29	\$ 290.95	\$ 340.11	\$ 350.31	\$ 385.34	\$ 404.61	\$ 445.07	\$ 489.58
MAXIMUM	\$ 313.55	\$ 349.14	\$ 408.13	\$ 420.37	\$ 462.41	\$ 485.53	\$ 534.08	\$ 587.49
	Accounting Manager (P/T Temporary)	Support Services Coordinator	Teachers	Counselor	Assistant Principal	Director of Technology	Campus Principals	Asst. Supt. for C & I
		Finance/Payroll Coordinator	Librarians	LSSP/Speech Pathologist		Director of Operations		Chief Financial Officer
		Admin Asst. to Supt/Board & HR Coordinator	Nurses	DODEA Program Director				
		IT Coordinator	Instructional Coaches & Facilitators	SES Coordinator & Interventionist				

## CT - CLERICAL /TECHNICAL JOB CLASSIFICATIONS

PAY GRADE	CT/PG1	CT/PG2	CT/PG3	CT/PG4	CT/PG5	CT/PG6	CT/PG7
MINIMUM	\$ 9.15	\$ 11.50	\$ 12.62	\$ 14.51	\$ 16.69	\$ 17.86	\$ 19.64
MID-POINT	\$ 10.98	\$ 13.80	\$ 15.14	\$ 17.42	\$ 20.03	\$ 21.43	\$ 23.57
MAXIMUM	\$ 13.18	\$ 16.56	\$ 18.17	\$ 20.90	\$ 24.03	\$ 25.72	\$ 28.29
	Temporary Aide	Library Aide	Educational Aide	Campus Office Secretary	Campus Registrar	Principal's Secretary	Technology Specialist I
				AdminSupport Secretary	SpEd Appraisal Secretary		Technology Specialist II***
				ISS/SES Aide (Elementary)			Finance/Payroll Specialist

\*\*\*Denotes a \$2.0 per hour premium pay above the paygrade. (Technology Specialist II)

## MT - MANUAL TRADES JOB CLASSIFICATIONS

PAY GRADE	MT/PG1	MT/PG2	MT/PG3	MT/PG4	MT/PG5	MT/PG6	MT/PG7
MINIMUM	\$ 9.15	\$ 10.25	\$ 10.75	\$ 11.75	\$ 13.25	\$ 14.50	\$ 15.75
MID-POINT	\$ 10.98	\$ 12.30	\$ 12.90	\$ 14.10	\$ 15.90	\$ 17.40	\$ 18.90
MAXIMUM	\$ 13.18	\$ 14.76	\$ 15.48	\$ 16.92	\$ 19.08	\$ 20.88	\$ 22.68
	Lunch Monitors	Custodian	Groundskeeper	Food Service Lead Cook	Specialized Maintenance	Bus Driver	Custodial Supervisor
	Temporary Employee	Food Service Worker		Lead Custodian	Food Svs Manager	Journeyman's License	Maintenance Supervisor
		Certified Bus Aides		General Maintenance			Transportation Supervisor
							Food Svs Supervisor
							License



**Lackland ISD**  
**Stipend & Extra Duty Pay Schedule**  
**2019-2020**

**Stacey Jr-Sr High School - Stipends- Assigned**

Activity Code	Description	Amount	Activity Code	Description	Amount
17	Art Club	\$ 500	79	Mentor, Teacher	\$ 900
5	Band Director	\$ 2,000	17	National Honor Society	\$ 500
17	Choir Director	\$ 2,000	17	National Jr Honor Society	\$ 500
17	Class Sponsor, Freshman	\$ 700	17	One Act Play Director	\$ 1,500
17	Class Sponsor, Junior	\$ 850	17	One Act Play District Director (per Event)	\$ 500
17	Class Sponsor, Senior	\$ 850	17	Robotics, HS	\$ 2,500
17	Class Sponsor, Senior (Non-Rotating)	\$ 500	17	Robotics, JH	\$ 1,500
17	Class Sponsor, Sophomore	\$ 700	79	Spanish Club	\$ 300
17	Computer Club	\$ 300	17	Special Programs Coordinator (1 - ESL)	\$ 500
17	Cyber Patriot Club	\$ 1,000	17	Student Council	\$ 3,000
17	Debate Club	\$ 500	17	Student Council, Assistant	\$ 1,000
79	Department Head (7)	\$ 1,200	17	Student Council, JH	\$ 500
79	Diversified Career Preparation	\$ 2,500	17	Student-2-Student Sponsor	\$ 1,000
17	Drama Club	\$ 300	16	UIL Coordinator	\$ 1,000
17	FCCLA Club	\$ 750	17	Videography (SWAT)	\$ 1,000
17	Glee Club	\$ 300	17	Yearbook Sponsor	\$ 3,000
17	Start-Up Club	\$300	79	Campus Web Page Support (1)	\$1,000
79	Summer Open Gym (Up to, based on days)	\$1,500	79	UIL Play Technical Director	\$1,500
79	Garden Club	\$750	79	Assessment/Instructional Facilitator (new)	\$1,500
79	DODEA AVID Site Coordinator	\$1,200			
79	DODEA SES/CCR Steering Committee Facilitator	\$1,200			

**Athletic Stipends**

02	Athletic Director	\$ 3,500	02	Tennis	\$ 2,000
02	Baseball, Varsity	\$ 5,000	02	Track, HS	\$ 3,500
02	Baseball, Assistant	\$ 2,000	02	Track, HS, Assistant (3)	\$ 2,000
02	Basketball, Varsity	\$ 5,000	02	Volleyball, Varsity	\$ 5,000
02	Basketball, JV	\$ 3,000	02	Volleyball, JV	\$ 3,000
02	Basketball, Assistant	\$ 2,000	02	Volleyball, Assistant	\$ 2,000
02	Cross Country	\$ 3,500		Junior High	
02	Golf	\$ 2,000	02	All Sports (Basketball, Track, Volleyball)	\$ 1,500

**Extra Duty Pay - Unassigned (Paid via Hourly, Daily or Half-Daily Rate)**

Activity Code	Description	Amount	Activity Code	Description	Amount
79	Detention/Saturday School	\$20/hr	79	Summer School Teacher	\$40/hr
79	Homebound Teacher	\$45/hr	79	Test Coordinator, Summer	\$150/day
79	PD, Attendee, on-site (off-contract)	\$150/Day	79	Test Proctor	\$20/hr
79	PD, Presenter & Prep, on-site (off contract)*	\$250/day	14	Tutoring, Teacher	\$30/hr
79	Prof Staff, Curriculum Writing, on-site	150/day	17	School Sponsored Event Chaperone	\$100/Day
79	PD, Prep & Present, Para	\$20/hr	16	UIL Contest Coaching (1 event)	\$400
79	EDP and PD (Attendee), Paraprofessionals	\$12/hr	16	UIL Contest Coaching (2 or more events)	\$700
79	PD, Presenter & Prep (Prof), on-contract*	\$100/day	79	Athletic Gate Worker (Non-exempt)	\$10/hour
79	Summer School Principal	\$50/hr	79	Athletic Gate Worker (Exempt)	\$20/game

**2019-2020**

### Lackland Elementary School - Stipends Assigned

Activity Code	Description	Amount	Activity Code	Description	Amount
17	Art Club (2)	\$ 1,250	17	SWAT, Lead	\$ 2,000
17	Chess Club	\$ 1,500	17	SWAT, Remote	\$ 1,000
17	Music Club	\$ 1,000	17	Dance Club (2)	\$ 1,250
79	Team Leaders (10)	\$ 1,200	17	Lego Club (2)	\$ 1,000
17	Elementary S2S/HOSTS Club	\$ 1,000	79	SFA Lead Tutor (2)	\$ 500
79	Mentor, Teacher	\$ 900	79	Start-Up Club	\$ 300
17	Student Council (2)	\$ 1,000	17	Yearbook	\$ 3,000
79	SFA Breakfast Club (2)	\$ 2,000	79	Student Mentoring Program	\$ 750
79	ELA/Reading & Math/Science Coaches (new title)	\$ 1,500	79	Campus Web Page Support (1)	\$ 1,000
17	Young Scientists Club	\$ 1,000	79	Robotics (2)	\$ 1,250
16	UIL Coordinator	\$ 750	79	Campus Testing Coordinator	\$ 750
79	Garden Club	\$ 750	79	FAR Club	\$ 1,000
79	Hearts Apart - Military Deploy Group Leader	\$ 500	79	Instructional Coach	\$ 1,500
79	DODEA AVID Site Coordinator	\$1,200			
79	DODEA SES/CCR Steering Committee Facilitator	\$1,200			

Extra Duty Pay - Unassigned (Paid via Hourly, Daily or Half-Daily Rate)		
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**Lackland ISD**  
**Stipend & Extra Duty Pay Schedule**  
**2019-2020**

<b>District-Wide</b>					
<b>Stipends - Assigned &amp; Extra Duty Pay - Unassigned (Paid via Hourly, Daily or Half-Daily Rate)</b>					
<b>Activity Code</b>	<b>Description</b>	<b>Amount</b>	<b>Activity Code</b>	<b>Description</b>	<b>Amount</b>
79	E-Newsletter	\$ 3,500	80	Masters Degree (Teachers Only)	\$ 2,000
79	Facilitators, Instructional Technologists	\$ 1,500	80	Doctorate Degree (Teachers Only)	\$ 3,000
79	Facilitators, G/T, and Media Center	\$ 1,500		<b>Para Educational Incentive Pay**</b>	
79	Coordinator, Special Education	\$ 3,000	80	15 college hours	\$ 150
79	Testing Coordinator, District	\$ 3,500	80	30 college hours	\$ 250
79	Health Services Coordinator	\$ 500	80	60 college hours	\$ 500
79	District Web Page Support	\$ 1,000	80	90 college hours	\$ 750
79	Wellness Program Coordinator***	\$ 750		Bachelors Degree	\$ 1,000
79	Wellness Program Instructor	\$25/hr		**Subject to the terms and conditions of the plan.	
79	DODEA AVID District Coordinator	\$ 3,000			
*Teacher presenter					
***Wellness Program Coordinator stipend paid by Edwards Risk Claims (stipend will lapse when funds lapse).					
PD of 3+ hours = 1/2 day rate of pay; PD of 6+ hours = All day rate of pay					

**Lackland ISD  
Substitute Pay Schedule  
2019-2020**

**Substitute Teacher Pay Rates**

Texas Certified and Degreed	\$	100.00
Degreed (Not Texas Certified)	\$	90.00
Non-Degreed	\$	80.00

**Substitute Teacher Pay Rates**

**Extended 11+ Consecutive Days in the Same Assignment**

Texas Certified and Degreed	\$	130.00
Degreed (Not Texas Certified)	\$	100.00
Non-Degreed	\$	85.00

**Substitute Non-Exempt Pay Rates**

**Includes: Clerical, Aides, Food Service, Custodial, Food Service & Transportation**

Hourly Rate of Pay \$9.00

All non-exempt substitutes shall be paid in compliance with the FLSA, including overtime for all hours worked in workweek in excess of 40 hours.

Note: The Buy Back Leave Reimbursement Rates shall be based on the current substitute rates as noted below, adjusted for number of years of service at Lackland ISD.

Professional Staff employed in a position requiring SBEC Certification	\$100/day
Professional Staff employed in a position <u>not</u> requiring SBEC Certification	\$90/day
Non-exempt staff	\$9.00/hr

Years	
At LISD	%
0-4 Years	60%
5-9 Years	70%
10-14 Years	80%
15-19 Years	90%
20+ Years	100%

# Lackland ISD

## Attendance Incentive Program

### Eligibility:

- Employee active and working during the entire school year. Late hires and employees who separate before the end of their work calendar shall be ineligible.
- No more than "0", "1", or "2" absences in a school year
- School year will be defined as the first to the last day of an employee's work calendar, i.e. 187 days for teacher, 245 days for custodian/maintenance, etc.
- An absence is defined as being away from work for 3 or more hours, and/or ½ day on any given day, except for compensatory time
- Compensatory time absences: absences of 4 hours or less in a day will not count as an absence for the purposes of the incentive program.
- Absence exclusions include:
  - Staff development
  - Jury Duty or Compliance with a Subpoena
  - Observance of a religious holy day (subject to TEC 21.406)
  - Vacation, Compensatory Time, and Scheduled Days Off (during a non-school day)

### Perfect Attendance Stipend:

- After the end of the school year (by August 31st), all employees (employed the entire school year) with "0" absences during the preceding school year will receive a \$750 stipend on their August paycheck.

### "Near" Perfect Attendance Stipend:

- After the end of the school year (by August 31st), all employees (employed the entire school year) with "1" absence during the preceding school year will receive a \$500 stipend on their August paycheck.
- After the end of the school year (by August 31st), all employees (employed the entire school year) with "2" absences during the preceding school year will receive a \$250 stipend on their August paycheck.

Part-time employees meeting the same requirement will receive ½ of the stipend amount in their respective category)

All awards and prizes are subject to federal taxes. Taxes will be collected from the employees via their normal pay distributions.

Note: Part-time is defined as working 4 hours or less per day.

August 2015

# **Lackland ISD**

## **Above and Beyond Award**

### **Purpose:**

**The purpose of our Above and Beyond award is to recognize employees for exceptional merit provided over an extended period of time. We all benefit when individual employees take the extra time and effort to do their job in an outstanding manner. This award is to help foster great service that is demonstrated over time.**

### **Eligibility:**

- **Any Lackland ISD employee (except administrators) can be nominated by other employees, parents, or community members.**
- **Nominee must have given service “above and beyond” the call of duty.**
- **Nominee demonstrated service of exceptional merit over a period of time, not a one-time effort.**
- **Nominee must have been in the district at least one year.**
- **Nominee applications must be approved by the principal or supervisor.**

### **Award Selection:**

- **A committee shall be formed to review the Above and Beyond Nomination forms.**
- **The committee shall select two professionals (non-administrators), one paraprofessional and one auxiliary staff member per semester.**
- **The Award recipients shall be invited to be recognized at a regularly scheduled Board Meeting.**

### **Above and Beyond Award Stipend:**

- **Every employee selected shall receive a \$200 stipend on their paycheck following the public presentation of their award.**

# **Lackland ISD**

## **Educational Incentive Pay for Paraprofessional Staff**

### **Purpose:**

**Provide a monetary incentive payment [beginning with the 2004-2005 school year] to paraprofessionals who have earned college or university semester hours in the past or who acquire semester hours in the future.**

<b>Educational Incentive Pay</b>	
<b>Semester Hours (College or University) on an official transcript</b>	
<b>15 hrs</b>	<b>\$150.00 per year, prorated over annual salary</b>
<b>30 hrs</b>	<b>\$250.00 per year, prorated over annual salary</b>
<b>60 hrs</b>	<b>\$500.00 per year, prorated over annual salary</b>
<b>90 hrs</b>	<b>\$750.00 per year, prorated over annual salary</b>
<b>Bachelor's Degree</b>	<b>\$1000.00 per year, prorated over annual salary</b>

### **Terms & Conditions:**

- **The semester hours taken must be reflected on an official transcript from an accredited college or university.**
- **The semester hours taken should relate to the specific position of the paraprofessional.**
- **The semester hours for instructional support staff should be in the areas of: academic subjects, psychology, child development, or special education.**
- **The semester hours for office and/or clerical support staff should be in the areas of: academic subjects, business education, management, or technology.**
- **All semester hours shall be subject to review and approval by the Superintendent, or his designee, prior to the payment of the Educational Incentive Pay.**

# Lackland ISD

## Leave Buy Back at Separation & Retirement

### **Purpose:**

Provide a monetary incentive payment, subject to School Board Policy DEC Local and administrative regulations, for local leave at separation and retirement from Lackland ISD. In addition, there is a limited Leave Buy Back of state leave allowed subject to the limitations in Board Policy DEC Local.

### **Leave Buy Back at Separation**

#### **Terms and Conditions:**

- Any separation from employment with the District, other than retirement, termination, discharge, or nonrenewal
- An eligible employee may request reimbursement for local leave accumulated since June 16, 1992
- The request must be made prior to the last day of employment and shall be for no fewer than five and no more than 15 unused local leave day
- Local leave days for which payment is made in this manner shall be deducted from the employee's local leave balance
- The rate paid per leave day shall depend on the employee's position in the District, in accordance with the rate schedule established by the Board and detailed in administrative regulations.

### **Leave Buy Back at Retirement**

- Upon retirement through the TRS, an employee may request reimbursement for unused state and local leave earned while employed by the District.
- The request must be made prior to the last day of employment
- Only local leave earned after June 16, 1992, and only state leave earned between June 16, 1992, and September 1, 2005, shall be subject to this reimbursement program.
- A maximum of 60 unused local leave days shall be eligible for this reimbursement program.
- Local leave days for which payment is made in this manner shall be deducted from the employee's local leave balance.
- State leave days for which payment is made in this manner shall not be available for use again in the District nor for subsequent repurchase.
- The rate paid per leave day shall depend on the employee's position and the number of years of service in the District, in accordance with the rate schedule established by the Board and detailed in administrative regulations.





## Graduate Tuition Reimbursement Program

### Purpose:

The purpose of this program is to provide an incentive that will encourage classroom teachers to pursue graduate hours/master's degree in a content area in order to teach LISD students at higher levels and allow eligible high school students to earn dual credit in designated courses. The benefit to the district is that as participants take graduate hours in the content areas, they enhance their capacity to teach at higher levels and the district will have a pool of qualified dual credit instructors on staff. The program shall be submit to the Lackland ISD Graduate Tuition Reimbursement Program guidelines approved by the Superintendent.

### Eligibility:

- Full-time classroom teachers who are eligible to participate in this program include those who are certified, have an approved application for the credit reimbursement program on file with the district, and have completed one full school year of teaching in the district.
- Coursework in: Dual Credit in English, Mathematics, Science, History, and Economics; Special Education; Reading; and Career and Technology
- Applicant must be accepted to an accredited public university/college (Applicant must provide acceptance letter)

### Selection Process:

- The superintendent's cabinet will review and approve applications. The application includes provisions coupling the graduate credit hour reimbursement with a future obligation of teaching service to the district. The application will include the submission of a master's degree plan or for those with a master's degree, a plan for 18 graduate credit hours. An agreement which holds the applicant to this obligation will be signed as part of the application process.
- Applications may be approved for graduate credit hour reimbursement.
- Priority will be given to applicants in areas of greatest need such as dual credit courses.
- The number of applications approved will be based on need and budget limitations as identified by the district superintendent.

### Reimbursement:

- Applicants will be reimbursed for graduate credit hours upon presentation of proof of successful completion of the graduate course work. The district will reimburse 65% of the tuition cost up to a maximum of \$275 per credit hour whichever is less. The remainder of the tuition costs will be the responsibility of the individual teacher.

# Lackland ISD

## Longevity Incentive Plan

### Purpose:

To utilize the increased state funding for the 2019-2021 biennium (HB3) to enhance the compensation package for eligible district employees by implementing a two-tiered longevity pay plan. Tier 1 provides a longevity pay program for eligible district employees who have completed one (1) or more creditable years of service<sup>1</sup> with Lackland ISD. Tier II provides a longevity pay program for teachers<sup>2</sup> who have completed five (5) or more creditable years of service with Lackland ISD.

### Plan Design:

Active district employees, subject to eligibility requirements, shall receive a specified amount based on their continuous creditable years of service and acceptable current year appraisal /evaluation in an annual lump sum payment.

### Effective Date:

This plan shall be in effect for the 2019-2020 and 2020-2021 school years. Continuation of the longevity pay program for future school years shall be contingent upon funding from the state and approval by the Board of Trustees.

### Payment of Longevity Incentive:

Payment shall be made in one lump sum in **August** after verification of eligibility by the immediate, administrative supervisor. **Certification of eligible employees shall be submitted to the Chief Financial Officer no later than June 15<sup>th</sup> of each school year.**

### Eligibility:

- Eligibility to participate in the Longevity Pay Program, an employee must meet all requirements listed below:
- Employee shall be actively employed by the district at the time of the payment. An employee who resigns from the district prior to the payment, shall cease to be eligible to receive the longevity payment;
- Employee shall be actively employed during their position's entire work calendar to be eligible for the longevity payment; and
- The employee's appraisal/evaluation for 2019-2020 and 2020-2021 shall not have any rating of Needs Improvement. If an employee was not appraised /evaluated during the 2019-2020 or 2020-2021 school year due to extenuating circumstances, the prior year appraisal shall be used for eligibility subject to the approval of the superintendent.

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<sup>1</sup> Creditable years of service as defined by TAC 153.1021

<sup>2</sup> TEC 5.001 – Definition of a teacher.

## Tier I Longevity Pay Program Amounts [All district employees, except teachers with 5 or more creditable years of service]:

The Longevity Pay Program amount for continuous creditable years of service completed at Lackland ISD. The maximum Tier I longevity payment shall be \$500.

Years of Service	Payment Amount
1 year	\$100
2 years	\$200
3 years	\$300
4 years	\$400
5+ years	\$500

## Tier II Longevity Pay Program Amounts [Teachers with 5 or more creditable years of service]:

Longevity Pay Program Amount for years of continuous creditable years of service completed at Lackland ISD. The maximum Tier II longevity payment shall be \$1,500.

Years of Service	Payment Amount
5 – 10 years	\$750
11-15 years	\$1,000
16-20 years	\$1,250
20+ years	\$1,500

### Additional program guidelines:

- Creditable years of service will be awarded based on the same guidelines utilized by the Commissioners Rules for Creditable Years of Service (TAC 153.1021).
- The amount for eligible employees who are employed on a less than part-time basis shall receive ½ of the longevity pay program amount. Less than part-time shall be defined as less than 20 hours per week in a workweek.
- District employees terminating employment during or prior to the end of the current work calendar will not be eligible for a pro-rated or full longevity payment.
- The lump-sum longevity payment is not creditable compensation as defined by the TRS.
- Appeals to eligibility decisions shall be subject to Board Policy DGBA.
- The lump-sum longevity payment will not become a part of the employee's annualized salary or contract and there is no property right to continuation of this longevity payment beyond the 2019-2020 and 2020-2021 fiscal years.

TEC 5.001 Definitions: "Classroom teacher" means an educator who is employed by a school district and who, not less than an average of four hours each day, teaches in an academic instructional setting or a career and technology instructional setting. The term does not include a teacher's aide or a full-time administrator.