



2016-2017

Compensation Plan



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 \$10.10 per hour
Lead Custodian	Starting hourly rate at \$11.60 per hour
Custodial Supervisor	Starting hourly rate at \$15.60 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 Annual 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 Annual Compensation Plan and establish procedures for plan administration consistent with the adopted budget.

The Annual 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
- Dr. Kevin Odom, Member
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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@
Will McDowell	Chief Operations & Technology	357-5004	mcdowell.will@
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 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 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 place 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 just 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 a hardship, the District shall ensure that the non-exempt employee's stipend pay complies with the FLSA.

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.

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

Incentive Programs

The District has three 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
Leave BuyBack at Separation and Retirement
Graduate Tuition Reimbursement Program

**LACKLAND ISD
TEACHER HIRING SCALE 2016-2017**

Step	Bachelor's Degree 2016-2017	Master's Degree 2016-2017	Doctorate Degree 2016-2017
0	\$51,300	\$53,300	\$54,300
1	\$51,839	\$53,839	\$54,839
2	\$52,376	\$54,376	\$55,376
3	\$52,913	\$54,913	\$55,913
4	\$53,450	\$55,450	\$56,450
5	\$53,850	\$55,850	\$56,850
6	\$54,336	\$56,336	\$57,336
7	\$54,824	\$56,824	\$57,824
8	\$55,312	\$57,312	\$58,312
9	\$55,800	\$57,800	\$58,800
10	\$56,400	\$58,400	\$59,400
11	\$56,886	\$58,886	\$59,886
12	\$57,374	\$59,374	\$60,374
13	\$57,862	\$59,862	\$60,862
14	\$58,350	\$60,350	\$61,350
15	\$58,950	\$60,950	\$61,950
16	\$59,411	\$61,411	\$62,411
17	\$59,874	\$61,874	\$62,874
18	\$60,337	\$62,337	\$63,337
19	\$60,800	\$62,800	\$63,800
20	\$61,500	\$63,500	\$64,500
21	\$61,962	\$63,962	\$64,962
22	\$62,425	\$64,425	\$65,425
23	\$62,888	\$64,888	\$65,888
24	\$63,350	\$65,350	\$66,350
25+	\$64,050	\$66,050	\$67,050

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

LACKLAND ISD

MID-POINT SALARY SCHEDULES - All Classifications

2016-2017

AP - ADMINISTRATIVE / PROFESSIONAL JOB CLASSIFICATIONS (DAILY RATES)

PAY GRADE	AP/PG1	AP/PG2	AP/PG3	AP/PG4	AP/PG5	AP/PG6
MINIMUM	\$ 215.07	\$ 236.58	\$ 274.33	\$ 285.12	\$ 313.63	\$ 350.00
MID-POINT	\$ 258.08	\$ 283.89	\$ 329.20	\$ 342.15	\$ 376.37	\$ 420.00
MAXIMUM	\$ 309.70	\$ 340.67	\$ 395.04	\$ 410.57	\$ 451.62	\$ 504.00
	Accounting Manager (P/T Temporary)	Maintenance Coordinator	Teachers	Counselor	Assistant Principal	Assistant Superintendent for C & I
		Finance/Payroll Coordinator	Librarians	LSSP	Director of Operations	Chief Financial Officer
		HR & Benefits Coordinator	Nurses	Speech Pathologist	Director of Technology	Chief Operations & Technology Officer
		IT Coordinator	Facilitators	Special Education Coordinator (P/T)		Campus Principals
				DODEA AVID Director		

CT - CLERICAL /TECHNICAL JOB CLASSIFICATIONS (HOURLY RATES)

PAY GRADE	CT/PG1	CT/PG2	CT/PG3	CT/PG4	CT/PG5	CT/PG6
MINIMUM	\$ 9.00	\$ 11.35	\$ 12.62	\$ 14.06	\$ 15.68	\$ 17.49
MID-POINT	\$ 10.80	\$ 13.62	\$ 15.14	\$ 16.87	\$ 18.82	\$ 20.99
MAXIMUM	\$ 12.96	\$ 15.89	\$ 17.67	\$ 19.68	\$ 21.95	\$ 24.49
		Educational Aide I	Library Specialist	Campus Office Secretary	Principal's Secretary	Technology Specialist I
		Educational Aide II		Campus Registrar		Technology Specialist II***
		Educational Aide III		Special Education Appraisal Secretary		Finance/Payroll Specialist
		Library Aide		Administrative Support Secretary		

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

MT - MANUAL TRADES JOB CLASSIFICATIONS (HOURLY RATES)

PAY GRADE	MT/PG1	MT/PG2	MT/PG3	MT/PG4	MT/PG5	MT/PG6
MINIMUM	\$ 9.00	\$ 10.10	\$ 10.60	\$ 11.60	\$ 13.10	\$ 15.60
MID-POINT	\$ 10.80	\$ 12.12	\$ 12.72	\$ 13.92	\$ 15.72	\$ 18.72
MAXIMUM	\$ 12.96	\$ 14.14	\$ 14.84	\$ 16.24	\$ 18.34	\$ 21.84
	Lunch Monitors	Custodian	Groundskeeper	Food Service Lead Cook	Specialized Maintenance	Custodial Supervisor
	Temporary Employee	Food Service Worker	General Maintenance	Lead Custodian	Journeyman's License	Maintenance Supervisor
		Certified Bus Aides			Bus Driver	Transportation Supervisor
					Food Svs Manager	Master's License
						Food Svs Supervisor

Lackland ISD
Stipend & Extra Duty Pay Schedule
2016-2017

Revised 1/24/2017

Stacey Jr-Sr High School - Stipends- Assigned

Activity Code	Description	Amount	Activity Code	Description	Amount
17	Art Club	\$ 300	79	Mentor, Teacher	\$ 500
5	Band Director	\$ 1,500	17	National Honor Society	\$ 500
17	Choir Director	\$ 1,500	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	\$ 500
17	Class Sponsor, Senior	\$ 850	17	Science/Technology (Robotics)	\$ 1,500
17	Class Sponsor, Senior (Non-Rotating)	\$ 500	17	Spanish Club	\$ 300
17	Class Sponsor, Sophomore	\$ 700	79	Special Programs Coordinator (3)	\$ 500
17	Computer Club	\$ 300	17	Spirit Squad	\$ 1,000
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)	\$ 1,000	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	\$ 750
17	FCCLA Club	\$ 300	17	Videography (SWAT)	\$ 1,000
17	German Club	\$ 300	17	Yearbook Sponsor	\$ 3,000
17	Glee Club	\$ 300	17	PBL Coaches (4)	\$ 1,000
79	Start-Up Club	\$300	79	Summer School Lead Teacher	\$300
79	Summer Open Gym (Up to, based on days)	\$1,500	79	Campus Web Page Support (1)	\$500
79	Garden Club	\$300	17	UIL Play Technical Director	\$1,500
Athletic Stipends					
02	Athletic Director	\$ 3,500	02	Track, HS, Assistant (3)	\$ 2,000
02	Baseball, Varsity	\$ 5,000	02	Volleyball, Varsity	\$ 5,000
02	Baseball, Assistant	\$ 2,000	02	Volleyball, JV	\$ 3,000
02	Basketball, Varsity	\$ 5,000	02	Volleyball, Assistant	\$ 2,000
02	Basketball, JV	\$ 3,000			
02	Basketball, Assistant	\$ 2,000		Junior High	
02	Cross Country	\$ 3,500	02	Basketball, Boys, JH	\$ 1,500
02	Golf	\$ 2,000	02	Basketball, Girls, JH	\$ 1,500
02	Tennis	\$ 2,000	02	Track, JH	\$ 1,500
02	Track, HS	\$ 3,500	02	Volleyball, JH	\$ 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	\$30/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, on-site (off contract)	\$250/day	14	Summer School & Tutoring, Aide	\$12/hr
79	Prof Staff, Curriculum Writing, on-site	150/day	14	Tutoring, Teacher	\$25/hr
79	PD, Prep & Present, Para	\$20/hr	17	School Sponsored Event Chaperone	\$100/Day
79	PD, Attendee, Paraprofessionals	\$12/hr	16	UIL Contest Coaching (1 event)	\$400
79	PD, Prep & Present, Para	\$20/hr	16	UIL Contest Coaching (2 or more events)	\$700

Lackland ISD
Stipend & Extra Duty Pay Schedule
2016-2017

Lackland Elementary School					
Stipends - Assigned					
Activity Code	Description	Amount	Activity Code	Description	Amount
17	Art Club	\$ 750	17	SWAT, Lead	\$ 2,000
17	Chess Club	\$ 1,500	17	SWAT, Remote	\$ 1,000
17	Student Services Club (Music)	\$ 1,000	17	Dance Club (2)	\$ 1,000
79	Team Leaders (10)	\$ 1,000	17	Lego Club (2)	\$ 750
17	HOSTS Club	\$ 600	79	SFA Lead Tutor (2)	\$ 500
79	Mentor, Teacher	\$ 500	79	Start-Up Club	\$ 300
17	Student Council (2)	\$ 1,000	17	Yearbook	\$ 2,000
79	SFA Breakfast Club (2)	\$ 2,000	79	Summer School Lead Teacher	\$ 300
79	Facilitators (SFA, Math/Science)*	\$ 1,500	79	Student Mentoring Program	\$ 750
17	PBL Coaches (7)	\$ 1,000	79	Campus Web Page Support (1)	\$ 500
16	UIL Coordinator	\$ 750	79	Robotics (2)	\$ 1,000
79	Garden Club	\$ 300			
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	\$30/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, on-site (off contract)	\$250/day	14	Summer School & Tutoring, Aide	\$12/hr
79	Prof Staff, Curriculum Writing, on-site	150/day	14	Tutoring, Teacher	\$25/hr
79	PD, Prep & Present, Para	\$20/hr	17	School Sponsored Event Chaperone	\$100/Day
79	PD, Attendee, Paraprofessionals	\$12/hr	16	UIL Contest Coaching (1 event)	\$400
79	PD, Prep & Present, Para	\$20/hr	16	UIL Contest Coaching (2 or more events)	\$700
			79	Sound Technician per event	\$100
District-Wide					
Stipends - Assigned & Extra Duty Pay - Unassigned (Paid via Hourly, Daily or Half-Daily Rate)					
Activity Code	Description	Amount	Activity Code	Description	Amount
79	E-Newsletter	\$ 3,500	80	Masters Degree (Teachers Only)	\$ 2,000
79	Facilitators, Instr Tech & G/T	\$ 1,500	80	Doctorate Degree (Teachers Only)	\$ 3,000
79	Facilitator, Media Center	\$ 1,500		Para Educational Incentive Pay*	
79	Testing Coordinator, District	\$ 3,500	80	15 college hours	\$ 150
79	Health Services Coordinator	\$ 500	80	30 college hours	\$ 250
79	Mobile App & Other Digital Resources	\$ 500	80	60 college hours	\$ 500
79	Wellness Program Coordinator***	\$ 750	80	90 college hours	\$ 750
79	Wellness Program Instructor	\$25/hr		Bachelors Degree	\$ 1,000
				*Subject to the terms and conditions of the plan.	
***Wellness Program Coordinator stipend paid by Edwards Risk Claims (stipend will lapse when funds lapse).					
NOTE: PD Presenter Extra-duty pay (inlcudes teachers only)					
PD of 3+ hours = 1/2 day rate of pay; PD of 6+ hours = All day rate of pay					

**Lackland ISD
Substitute Pay Schedule
2016-2017**

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 4 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%

Summary of Employee Benefits 2016-2017

Benefit	Eligible Employee	Amount	Paid By
Social Security (FICA)	All employees, including Substitutes, Retirees and Temporary Employees (pay into Social Security, not TRS) Note: The District operates under a Section 218 Agreement.	.062 of gross wages .062 of gross wages	District Employee
Medicare	All employees, including Substitutes, Retirees and Temporary Employees (pay into Social Security, not TRS)	.0145 of gross wages .0145 of gross wages	District Employee
Workers' Compensation	All employees, including Substitutes and Temporary Employees Professional Employees Clerical Drivers All Other Employees	 .005161 of gross wages .002606 of gross wages .045148 of gross wages .044597 of gross wages	 District District District District
Unemployment Compensation	All employees, including Substitutes and Temporary Employees	.00165 of gross wages	District
Health Plan (TRS ActiveCare)	All employees eligible for TRS (working no less than 15 hours per week), excluding TRS retirees	Up to \$460 per month Remaining amount, if any, will be deposited in a FSA	District
	Substitute employees shall be offered insurance at the beginning of each school year.*	No district contribution will be provided.	Substitute Employee
Group Life	All employees working 20 hours or more per week (excludes substitute, temporary)	\$6.40 per month for \$40,000 coverage (reduced to 35% at age 65 and 50% at age 70)	District (E/O only)
Dental	All employees working 20 hours or more per week (excludes substitute, temporary)	\$37.72 per month	District (E/O only)
Teacher Retirement	All employees (except TRS retirees), who work no less than 15 hours per week	.068 of gross wages .077 of gross wages	State Employee
Teacher Retirement Insurance	All employees (except TRS retirees), who work no less than 15 hours per week	.065 of gross wages (Employee portion) .055 of gross wages (District portion)	District District
State Personal Leave	All employees	Maximum 5 days per year based on dates of employment	District

Summary of Employee Benefits 2016-2017

Local Sick Leave	All Employees	Based on administrative regulations (range from 5 to 7 days based on number of months)	District
State Sick Leave	All employees who earned state sick leave prior to September 1, 1995, and have carried a balance of days forward	The number of days carried forward @ daily rate of pay	District
Family and Medical Leave (FMLA)	Employees working 12 consecutive months and at least 1,250 hours over the past twelve (12) months and qualifying event	12 work weeks per year of job protection (unpaid leave) without loss of any employment benefit accrued prior to the beginning of leave	N/A
Cancer Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Disability Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Vision Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Permanent Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Group Term Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Flexible Spending Accounts	Employees working 20 hours or more per week	Determined by employee	Employee
403(b)/403(b)(7) Tax Deferred Annuity	All employees, including Substitutes	Determined by employee	Employee

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.

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

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 Educational Aide Pay Differential Plan

Purpose:

Provide a monetary incentive payment [beginning with the 2016-2017 school year] to paraprofessionals who meet guidelines as set forth in the Educational Aide Pay Differential Plan Matrix.

Pay Differential

\$.50 per hour (over current hourly rate) - Approximately \$720 per year

\$1.00 per hour (over current hourly rate) - Approximately \$1,440 per year

Note. The approximately amounts per year are based on an 8-hour work day over 180 work days per school year (or 187 work days, if grandfathered). The actual amount paid shall depend on the actual number of hours/days worked per school year.

Terms & Conditions:

- The Educational aide shall meet the SBEC requirements in accordance with the Matrix.
- The Educational aide shall meet the Minimum District Requirements for professional development.
- The Educational aide shall meet the District Criteria for Pay Differential
- The Educational aide shall submit all of the required documentation, such as SBEC Certificate, College/University official transcript and training certificates by the deadlines established by the district.
- All documentation shall be subject to review and approval by the Superintendent, or his designee, prior to the payment of the Educational Aide Pay Differential.
- The Pay Differential shall be paid at the end of the school year in one lump sum (typically on the June monthly paycheck).

Lackland ISD
Educational Aide Pay Differential Matrix

Position	Educational Aide 1	Educational Aide 2	Educational Aide 3
SBEC Requirements	<ul style="list-style-type: none"> • Must be a high school graduate OR hold a General Educational Development (GED) certificate • Have experience working with students or parents as approved by the employing superintendent <ul style="list-style-type: none"> ○ Experience may be work in church related schools, day camps, youth groups, private schools, licensed day-care centers, or similar experience. 	<ul style="list-style-type: none"> • Must be a high school graduate OR hold a General Educational Development (GED) certificate • Have satisfied one of the following requirements <ul style="list-style-type: none"> ○ Have two creditable years of experience as an Educational Aide I; OR ○ Have a minimum of 15 semester hours of college credit with some emphasis on child growth and development or related subject area; OR ○ Have demonstrated proficiency in a specialized skill area as determined by the local school district; and • Have experience working with students or parents as approved by the employing superintendent 	<ul style="list-style-type: none"> • Must be a high school graduate OR hold a General Educational Development (GED) certificate; • Have satisfied one of the following requirements: <ul style="list-style-type: none"> ○ Have three creditable years of experience as either an Educational Aide I or II; OR ○ Have 30 semester hours of college credit with some emphasis on child growth and development or related subject areas; and • Have experience working with students or parents as approved by the employing superintendent

Position	Educational Aide 1	Educational Aide 2	Educational Aide 3
Minimum District Requirements	<ul style="list-style-type: none"> Current in annual completion of district required training to include, <u>but not limited to</u> : Child Abuse & Maltreatment, CPI, CPR and First Aid, Bloodborne Pathogens, Staff to Staff Harassment, Technology Use, Title 1 Staff Development, etc. as appropriate to assignment. 	<ul style="list-style-type: none"> Current in annual completion of district required training to include, <u>but not limited to</u> (Child Abuse & Maltreatment, CPI, CPR and First Aid, Bloodborne Pathogens, Staff to Staff Harassment, Technology Use, Title 1 Staff Development, etc.) as appropriate to assignment. 	<ul style="list-style-type: none"> Current in annual completion of district required training to include, <u>but not limited to</u> (Child Abuse & Maltreatment, CPI, CPR and First Aid, Bloodborne Pathogens; Staff to Staff Harassment, Technology Use, Title 1 Staff Development, etc.) as appropriate to assignment.
District Criteria for Pay Differential	NONE	<ul style="list-style-type: none"> * Associate Degree * 6 CPEs (1 day) of approved professional development annually and within eligibility window. * Calculated \$720 stipend rounded up to \$750 based upon \$.50 per hour differential and prorated based upon term of service for the school year. 	<ul style="list-style-type: none"> * Bachelor's Degree * 12 CPEs (2 days) of approved professional development annually and within eligibility window. * Calculated \$1440 stipend rounded up to \$1500 based upon \$1.00 per hour differential and prorated based upon term of service for the school year.

- Courses for Continuing Professional Education (CPE) consideration **must be pre-approved** by the campus principal and may include professional development provided by Education Service Centers and other approved vendors in the areas of instructional best practice, working with students with disabilities, supporting students with autism and specific medical needs, ...
- College and CPE credit hours may only be used to fulfill one eligibility criteria.
- Educational Aides have until December 31st of each school year to complete eligibility requirements.
- Educational Aides will submit an application for eligibility consideration to their campus principal no later than the last business day each January of each school year.
- Campus principals will review submitted applications and forward eligibility status with supporting documents to the business office.
- Pay differential stipends will be disbursed in the June payroll.

Credit For Modules Completed with Department of Defense Child Development Programs

To receive credit for completion of modules, employees must have them transferred to college hours through an accredited college or university.

Preschool Modules (Elementary Only based upon assignment)	School Age Modules (Elementary and Secondary based upon assignment)	General Content Modules (Elementary and Secondary based upon assignment)
<ol style="list-style-type: none"> 1. Keeping Children Safe 2. Promoting Good Health and Nutrition 3. Creating and Using an Environment for Learning 4. Promoting Physical Development 5. Promoting Cognitive Development 6. Promoting Communication 7. Promoting Creativity 8. Building Children's Self Esteem 9. Promoting Social Development 10. Providing Positive Guidance 	<ol style="list-style-type: none"> 1. Keeping Children Safe 2. Promoting Good Health and Nutrition 3. Creating and Using an Environment for Learning 4. Promoting Physical Development 5. Promoting Cognitive Development 6. Promoting Communication 7. Promoting Creativity 8. Building Children's Self Esteem 9. Promoting Social Development 10. Providing Positive Guidance 	<ol style="list-style-type: none"> 1. Working with Families 2. Being an Effective Manager 3. Maintaining a Commitment to Professionalism 4. Identifying and Reporting Child Abuse 5. Preventing Child Abuse