



**LACKLAND**  
Independent School District

# New Employee Orientation 2018-2019



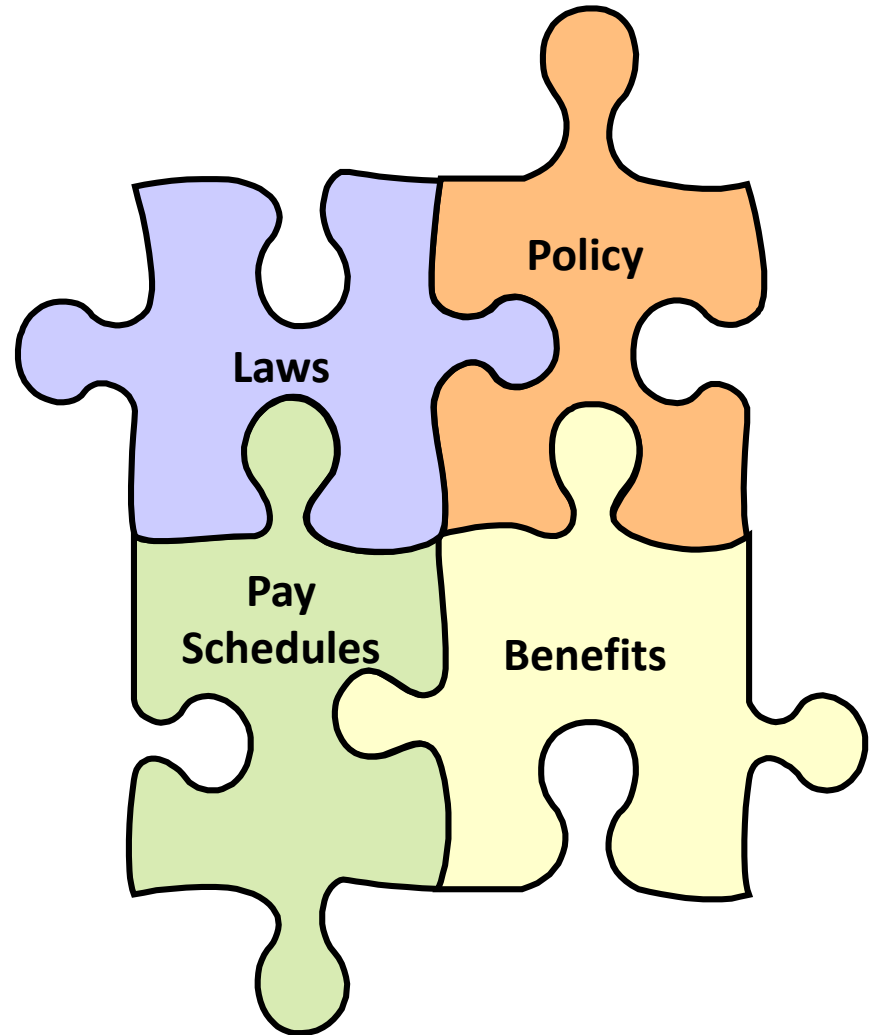
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# Welcome to Lackland ISD

**LACKLAND ISD**

- Four (4) Things That You Should Know.....

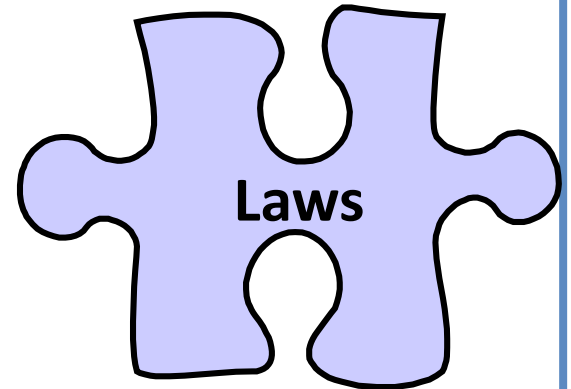




# Compensation Laws

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- Fair Labor Standards Act (FLSA)
  - Exempt vs Non-Exempt
  - 4 Provisions of the FLSA
    - Minimum Wage
    - Overtime
    - Child Labor
    - Recordkeeping
- Texas Pay Day Law does not apply to Texas school districts





# Compensation Policy



LACKLAND ISD

- Annualized Salary
  - The district pays all salaried employees over 12 months regardless of the number of months employed during the school year.
    - Professional and Paraprofessional
      - 12 monthly checks
    - Auxiliary and Substitute Staff \*
      - 24 semi-monthly checks
      - \*Except for most transportation department staff





# Compensation Policy



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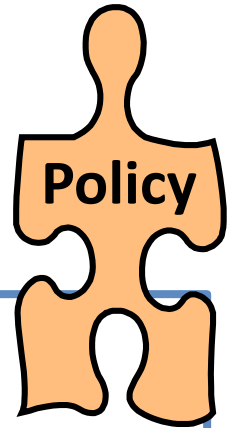
- Annualized Salary
  - How we calculate annualized Salaries.....

Employee	Rate of Pay	# Hrs per Day	# Days per Year	Estimated Annual Salary	Monthly or Semi-Monthly
Teacher	\$271.66 per day		187	\$50,800	\$4,233.33 Monthly
Aide	\$11.35 per hr	8	187	\$16,979	\$1,414.92 Monthly
Food Service	\$10.10 per hr	6.0	177	\$10,726	\$446.93 (Semi-Monthly)





# Compensation Policy



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- Employment After Retirement
  - So, you've retired from the Teacher Retirement System....



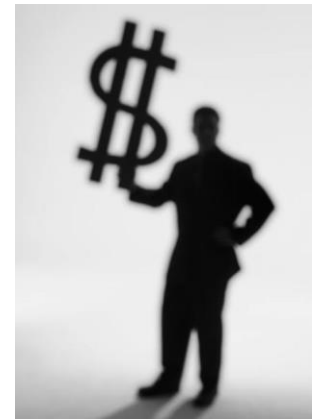


# Compensation Policy



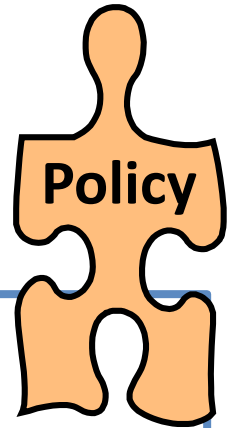
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- Employment After Retirement
  - And, then you want to return to work
    - There may be substantial penalties such as loss of annuity and surcharges
    - Lackland ISD reduces a retiree's wages by any surcharges assessed by the TRS
  - Visit the TRS website to access the Employment After Retirement brochure





# Compensation Policy



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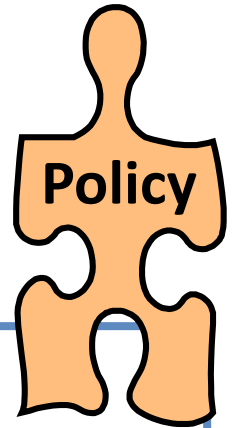
- Fraud & Falsification of Records
  - The district prohibits fraud and financial impropriety.
  - Falsification of payroll records is considered fraud and will not be tolerated.
  - Employees who falsify payroll records shall be subject to disciplinary action, up to and including termination of employment.







# Compensation Policy



- Job Classification (FLSA)
  - The FLSA classification of each position shall be recorded on the job description for the position.
  - Professional employees and academic administrators are generally classified as **exempt** and are not entitled to overtime pay.
  - Clerical, technical and manual trades employees shall be classified as **non-exempt**.
    - They shall be compensated on an hourly basis and shall be compensated for all hours worked.
    - They shall receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.



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# Compensation Policy



- Pay Raises & Adjustments in Salary
  - Lackland ISD employees do not negotiate salaries or pay raises
  - The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget adoption process.
  - The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts.





# Compensation Policy



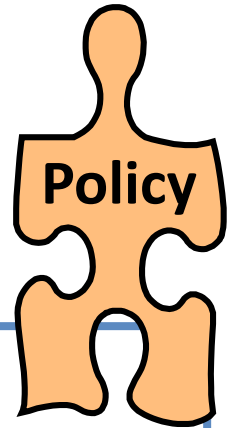
- Pay Raises are generally based on the

## Mid-Point Pay Scales (Mid-Point Level)

- **Custodian Example:** \$11.40 per hour [midpoint of MT/PG 1] \* .03 (3% of midpoint) = \$.34 per hour increase,  
\$.34 per hour increase \* 8 hrs/day \* 245 days/year = \$666.40 annual pay increase.
- **Teacher Example:** \$306.73 per day [midpoint of AP/PG 3] \* .03 (3% of midpoint) = \$9.20 per day increase,  
\$9.20 per day increase \* 187 days/year = \$1,720.40 annual pay increase.



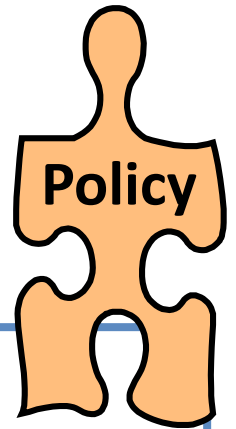
# Compensation Policy



- Adjustments in Salary
  - Promotion
    - A promotion occurs when an employee is placed on a *higher* pay grade
  - Reclassification
    - A position may be reclassified into a different pay grade to maintain external/internal equity with similar positions. Reclassification is not a promotion or demotion of the employee.
  - Demotion
    - A demotion occurs when an employee is placed on a *lower* pay grade



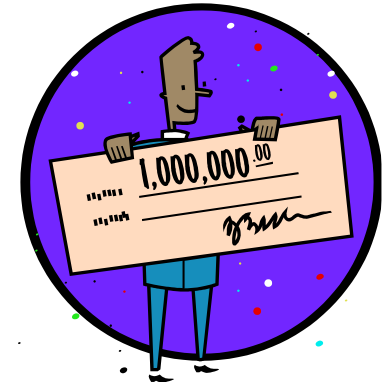
# Compensation Policy



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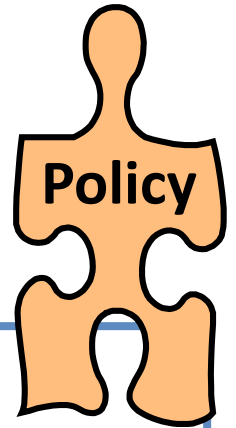
- Paychecks and Pay Dates

- Professional and paraprofessionals are paid on a monthly basis, generally on the 25<sup>th</sup> of the month
- Clerical, technical, manual trades and substitute employees are paid on a semi-monthly basis, generally the 15<sup>th</sup> and the last day of the month
- Pay Dates are posted on the Lackland ISD Payroll & Benefits webpage





# Compensation Policy



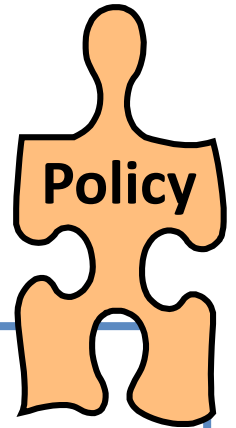
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- Paychecks and Pay Dates
  - The district requires automatic payroll deposit for all employees.
    - Employees receive a pay stub via email or mail
  - Every employee is required to review their paycheck and *promptly* alert the Payroll Department if any underpayments or overpayments occur.





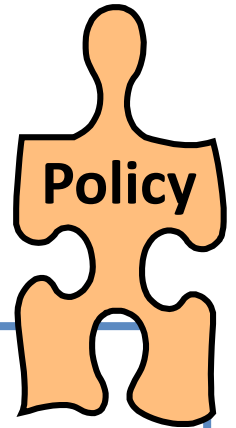
# Compensation Policy



- Payroll Deductions
  - The district is required to make the following automatic payroll deductions:
    - Teacher Retirement System of Texas (TRS),
    - Social Security and Medicare, and
    - Federal income tax.
  - Employees may elect [in writing] to request other voluntary deductions



# Compensation Policy



- Timekeeping System
  - AESOP Substitute and Absence Management System
  - Veritime– timekeeping system for all non-exempt and substitute staff.
    - *Only* hours recorded through the timekeeping system will be paid
    - Employees must adhere to Timekeeping Procedures





# Compensation Policy



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- Workweek for FLSA Purposes



Begins at 12:01  
am on Sunday



Ends at 12:00  
midnight on  
Saturday





# Compensation Policy



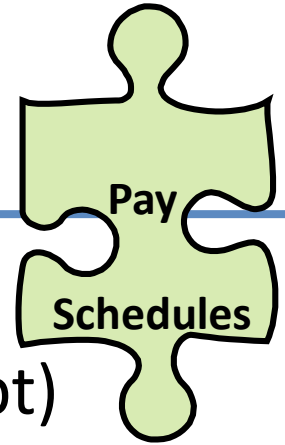
- Work Schedules and Calendars
  - Professional employees are employed on a 10-month, 11-month, or 12-month basis
    - A Duty Days Notice will be published each year with the start and end dates
  - Paraprofessional and Auxiliary employees are scheduled to work an estimated number of hours per day and duty days.



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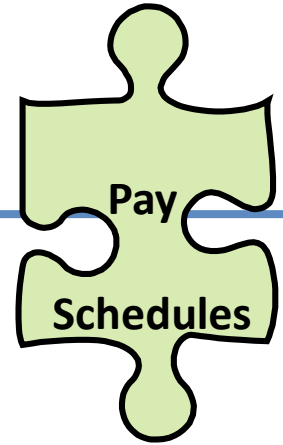
# Salary Schedules



- Job Classifications
  1. Administrative/Professional (Exempt)
  2. Clerical/Technical (Non-Exempt)
  3. Manual Trades (Non-Exempt)



# Salary Schedules



- Pay Levels

1. Minimum

*The least rate of pay for the pay level*

2. Midpoint

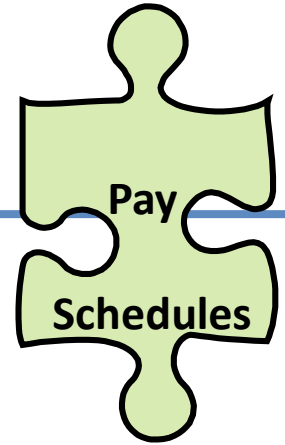
*The middle of the par for the pay level*

3. Maximum

*The maximum rate of pay for the pay level*



# Salary Schedules



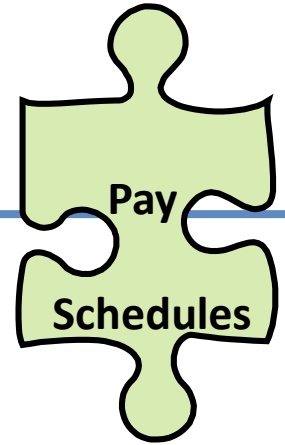
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- Pay Schedules (adopted by the School Board)
  - Teacher Hiring Schedule
  - Mid-Point Pay Schedule
  - Stipend and Extra Duty Pay Schedule
  - Substitute Pay Schedule





# Salary Schedules



- Salary Differentials
  - Teachers
    - Masters Degree - \$2,000 per full year
    - Doctorate Degree - \$3,000 per full year
  - Paraprofessionals
    - Stipend for College Hours (ranges from \$150 to \$1,000 per full year)



# Incentive Programs

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- Attendance Incentive Program
- Above and Beyond Award
- Educational Incentive Pay for Paraprofessional Staff
- Leave Buy Back at Separation and Retirement
- Graduate Tuition Reimbursement Program





# Employee Benefits

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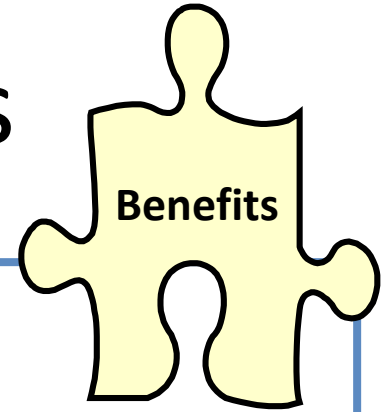
- Attendance Incentive Program
  - Employee active and working during the entire school year. Late hires and employees who separate before the end of their work calendar shall be ineligible.
  - No more than “0”, “1”, or “2” absences in a school year
    - 0 Absences = \$750
    - 1 Absences = \$500
    - 2 Absences = \$250







# Employee Benefits



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- District Paid Benefits
  - Group Health Insurance
    - TRS ActiveCare (Up to \$460/month)
  - Dental Insurance
    - MetLife Insurance
    - Employee Only (Employee may elect to purchase coverage for dependents)
  - Group Term Life Insurance
    - MetLife Insurance
    - Employee Only (Value up to = \$40,000)

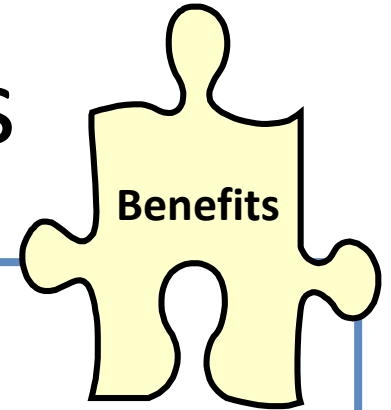




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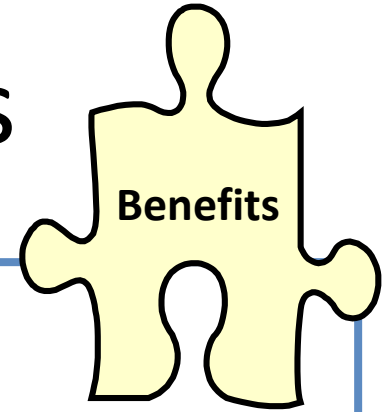
# Employee Benefits



- TRS ActiveCare
  - Employees eligible for health insurance coverage include the following:
    - Employees who are active, contributing TRS members
    - Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week



# Employee Benefits



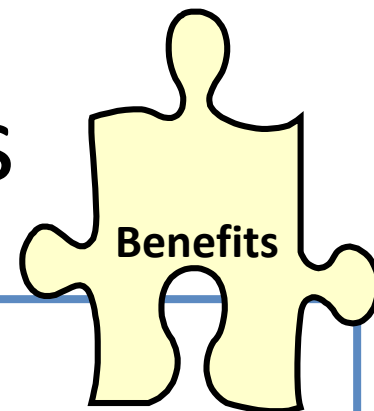
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- TRS ActiveCare
  - Employees eligible for health insurance employer contribution include the following:
    - All employees eligible for TRS (working no less than 15 hours per week), excluding TRS retirees and substitute employees
  - Employer Contribution for 2018-2019
    - Up to \$460 per month dependent upon selection of group health plan





# Employee Benefits



- TRS ActiveCare

LACKLAND INDEPENDENT SCHOOL DISTRICT GROUP HEALTH, DENTAL AND GROUP TERM LIFE 2018-2019		
Note. The \$460 per month district contribution for group health coverage was approved as part of the 2018-2019 budget. The Employee Cost rates are noted below:		
Name of Company	TRS ActiveCare	
Type of Coverage	Group Health Insurance	
District Contribution for participating employees = \$460.00 per month		
PLAN I-HD	Premium Amt	Employee Cost
Employee Only	\$ 367.00	\$0.00
Employee/Child(ren)	\$ 701.00	\$ 241.00
Employee/Spouse	\$ 1,035.00	\$ 575.00
Employee/Family	\$ 1,374.00	\$ 914.00
Select	Premium Amt	Employee Cost
Employee Only	\$ 540.00	\$ 80.00
Employee/Child(ren)	\$ 876.00	\$ 416.00
Employee/Spouse	\$ 1,327.00	\$ 867.00
Employee/Family	\$ 1,668.00	\$ 1,208.00
PLAN 2	Premium Amt	Employee Cost
Employee Only	\$ 782.00	\$ 322.00
Employee/Child(ren)	\$ 1,163.00	\$ 703.00
Employee/Spouse	\$ 1,855.00	\$ 1,395.00
Employee/Family	\$ 2,194.00	\$ 1,734.00
Employees that select the Plan I HD will receive \$93 per month (or \$1,116.00 per year) deposited in a flexible spending account (FSA)		



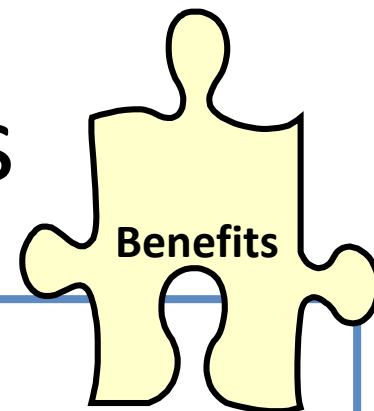
Not open to  
new enrollees  
in 2018-19

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# Employee Benefits



- Dental and Group Term Life

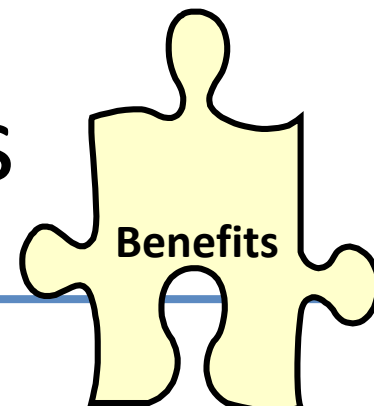
a flexible spending account (FSA)		
Name of Company	MET-LIFE	
Type of Coverage	Dental Insurance Plan	
District Contribution for participating employees =		\$37.72 per month
	Premium Amt	Employee Cost
Employee Only	\$37.72	\$0.00
Employee/Spouse	\$50.52	\$12.80
Employee/Child	\$ 55.46	\$17.74
Employee/Family	\$ 83.80	\$46.08
Name of Company	MET-LIFE	
Type of Coverage	Group Term Life Insurance	
District Contribution for participating employees =		\$6.40 per month
	Premium Amt	Employee Cost
Employee Only	\$ 6.40	\$0

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# Employee Benefits



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Note. Total District contribution for participating employees is noted below:  
Up to \$504.12 per month  
Annual Total of \$6,049.44



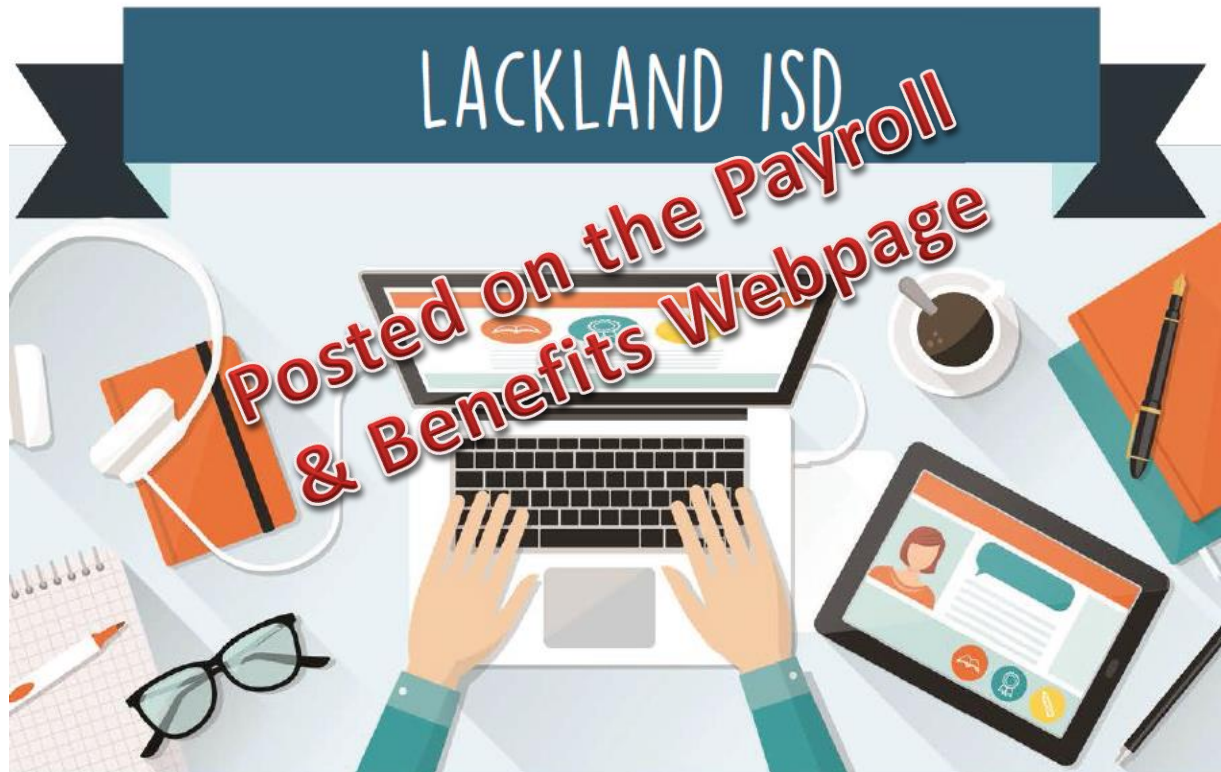
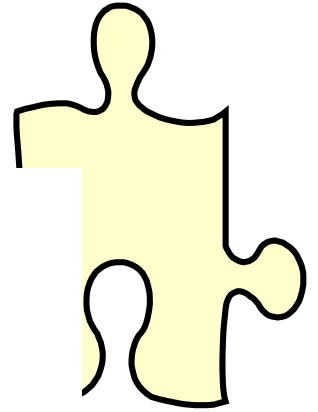


# LACKLAND ISD



## EMPLOYEE BENEFITS OVERVIEW GUIDE

PLAN YEAR:  
SEPTEMBER 1, 2018 –  
AUGUST 31, 2019







# Wrap-Up

- We listen to....
  - Obtain information
  - Be understood
  - For enjoyment
  - Learn
- Studies have found that we remember 25%-50% of what we hear







# Wrap-Up

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- What do you do when the can't remember the 4 Things?
  - Laws
  - Compensation
  - Pay Scales
  - Benefits
- Visit the Lackland ISD Business Department webpage
  - Payroll & Benefits webpage, or
  - Visit the Payroll department





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# Other Online Resources

**LACKLAND**  
Independent School District

INSPIRED TEACHING ~ PASSIONATE LEARNING ~ LIFETIME SUCCESS

[Home](#) [District Information](#) [Elementary](#) [Stacey JR-SR High](#) [Parents](#) [Staff](#) [Departments](#) [Community](#) [Communication](#)

Lackland Independent School District » [Departments](#) » [Business Department](#) » [Employee Training Resources](#)

## Employee Training Resources

Everything YOU Should Know....

[Before You Travel](#)



[Annualized Salary](#)



[About Absences/Leaves](#)



[New Employee Orientation](#)



[About YOUR Benefits](#)



[About the FLSA](#)



[About YOUR Paystub](#)



[Retirement](#)



[About the FMLA](#)



[About Timekeeping](#)



[About Life Changes](#)





# Other Online Resources

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The screenshot shows the Lackland ISD website. The header features the district's logo and the tagline "INSPIRED TEACHING ~ PASSIONATE LEARNING ~ LIFETIME SUCCESS". A navigation bar includes links to Home, District Information, Elementary, Stacey JR-SR High, Parents, Staff, Departments, Community, and Communication. The main content area is titled "Fiscal Manuals & Handbooks" and lists various resources under the Business Department. The left sidebar provides a hierarchical menu for the Business Department, including Department Information, Business Forms, Employee Training Resources, Budgets & Financial Reports, and Fiscal Manuals & Handbooks.

**LACKLAND ISD**

**LACKLAND**  
Independent School District

INSPIRED TEACHING ~ PASSIONATE LEARNING ~ LIFETIME SUCCESS

Home District Information Elementary Stacey JR-SR High Parents Staff Departments Community Communication

Lackland Independent School District » Departments » Business Department » Fiscal Manuals & Handbooks

### Fiscal Manuals & Handbooks

**Business Department**

- Department Information
- Business Forms
- Employee Training Resources
- Budgets & Financial Reports
- Fiscal Manuals & Handbooks

Activity Account Manual	Attendance Accounting Procedures Manual
Budget Manual	Compensation & Benefits Handbook
Fiscal Manual	Impact Aid Handbook
P-Card Manual	Records Management Handbook
State & Federal Grants Manual	Travel Card Manual



<http://www.lacklandisd.net/>



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# Questions







# Welcome to Lackland ISD!!!

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## Have a great school year!

